

Performance Skills-1

SECTION - 8. Comments Q. 1. a. Please list the top 3 skills or abilities that you need in order to improve your performance:
<i>Dealing with difficult people</i>
<i>Gas Flow</i>
<i>I have already the skills I need to perform my duty, but I can always use more training such as more computer classes.</i>
<i>1st line supervisory course</i>
<i>A clearer understanding of specific personnel policies including County, State and Federal</i>
<i>A manageable case load</i>
<i>A steady training program on supervisors duties</i>
<i>A warehouse with all needed material and heavy tools more training in all different areas.</i>
<i>A/C refrigeration training</i>
<i>Ability to communicate</i>
<i>Ability to deal with problem employees</i>
<i>Ability to have good equipment</i>
<i>Ability to make decisions</i>
<i>Ability to manage people</i>
<i>Ability to obtain central building license</i>
<i>Ability to obtain external funding sources, plan long-term goals and objectives, and objectively evaluating same.</i>
<i>Ability to relate to all people</i>
<i>Ability to smile</i>
<i>Ability to work in noisy environment</i>
<i>Able to organize work</i>
<i>Absorb all the habits of my fellow mechanics so I can get better in pump repairs</i>
<i>Access to public records</i>
<i>Access to upper management for mentorship</i>
<i>Accident prevention training</i>
<i>Accounting</i>
<i>4 - Additional computer training</i>
<i>Additional Physical Confrontational Skills</i>
<i>Additional product knowledge</i>
<i>Additional training in public relation marketing</i>
<i>2 - Advance computer skills</i>
<i>Advance construction management training</i>
<i>Advanced lotus and word perfect</i>
<i>Advanced project management</i>
<i>Advanced training in ms word</i>
<i>Affordable housing finance strategies training</i>
<i>All areas of personnel</i>
<i>All management skills</i>
<i>Any training that would have to do with my line of work (painting)</i>

<i>As a police officer we are trained in numerous skills. It is up to the individual officer to keep-up his acquired abilities</i>
<i>As a supervisor I have taken all supervisory training classes offered; can't think of any else I made need</i>
<i>As a supervisor I need more power to deal with employees</i>
<i>Assistance</i>
<i>At my level I have all the training I need to perform my job</i>
<i>Attend more training classes</i>
<i>Attendance</i>
<i>Attitude adjust. county wide</i>
<i>Auditing</i>
<i>Auxiliary equipment (generators, etc.)</i>
<i>Awareness</i>
<i>Basic fla. contract law seminar</i>
<i>Basic m-rail system identification & function courses</i>
<i>2 - Basic management skills training</i>
<i>Be aware of the changes in the law relevant to criminal investigation, particularly homicide & other death investigation</i>
<i>Better assessment skills</i>
<i>5 - Better computer skills</i>
<i>Better equipment</i>
<i>Better initial training</i>
<i>Better knowledge of general management in public transit</i>
<i>Better knowledge of law handbook</i>
<i>Better organization</i>
<i>Better self defense</i>
<i>Better supervision</i>
<i>Better support and less stress</i>
<i>2 - Better time management skills</i>
<i>Better training</i>
<i>Better training/understanding of procurement procedures</i>
<i>Better writing skills</i>
<i>Blood borne pathogens training</i>
<i>Bring alert (drug free)</i>
<i>6 - Budget process</i>
<i>Business skills</i>
<i>5 - Business writing skills training</i>
<i>CADD & other computer knowledge</i>
<i>2 - Career development courses offered by state universities</i>
<i>Caring</i>
<i>Cbx hicom installation and maintenance</i>
<i>CDL</i>
<i>Chemical fire/or accidents</i>
<i>Classroom management</i>

<i>Clerical assistance with computer</i>
<i>Collection techniques</i>
<i>Common sense</i>
<i>Communicate with customers in Spanish & Creole</i>
<i>10 - Communication skills –oral-written</i>
<i>Communication with correctional officer</i>
<i>Communications skills/testifying in court</i>
<i>Complete supervisory classes</i>
<i>Comprehensive knowledge of ready reference collection, references and circulated materials</i>
<i>4 - Computer courses</i>
<i>4 - Computer programming & mainframe operation</i>
<i>29 - Computer skill training</i>
<i>Computer skills including access to department's CAD system</i>
<i>Computer training in bldg and zoning areas</i>
<i>Computer training/database/spreadsheet/word processing</i>
<i>Computer training for mobile police car computers</i>
<i>Concentration</i>
<i>Conflict management skills training</i>
<i>Conflict resolution</i>
<i>Constant observation to critique</i>
<i>Constant self-evaluation of skills with updating of these skills</i>
<i>Continuous training</i>
<i>Continued updated training (techniques interviewing communicate w/other agencies)</i>
<i>4 - Continuing education courses</i>
<i>Continuing education through title insurance company seminars</i>
<i>Continuing legal education</i>
<i>Continuous on the job training learning more about the equipment than just the basics on how to operate equipment</i>
<i>Contract management</i>
<i>Control circuits</i>
<i>Controlling people in court room</i>
<i>County administrative procedures</i>
<i>County supervisors have little or no authority to direct or discipline employees</i>
<i>Courses in ms word</i>
<i>Court clerk procedures</i>
<i>Court presentation</i>
<i>2 - Critical thinking/problem solving</i>
<i>Cross training in other areas of the dept.</i>
<i>Current performance is good in my estimation</i>
<i>Customer relations</i>
<i>Customer service</i>
<i>Database management (access)</i>
<i>Database training</i>

<i>3 - Dealing w/difficult people training</i>
<i>Dealing with job performance</i>
<i>Dealing with problem employee</i>
<i>Dedication</i>
<i>Defensive tactics</i>
<i>Desire to improve</i>
<i>Disaster preparedness training</i>
<i>Do work order</i>
<i>Drive</i>
<i>Driving class</i>
<i>Educate public not to cheat in bus fare</i>
<i>Education</i>
<i>Education and training. If you were better educated about the job requirement and had hands on training you could do a better job</i>
<i>Education by means of seminars</i>
<i>Effective oral and written communication skills</i>
<i>Effective public speaking</i>
<i>3 - Electrical training</i>
<i>Emergency driving techniques</i>
<i>Emergency plan execution</i>
<i>Employee conflict management</i>
<i>English (polish my conversational skills)</i>
<i>English pronunciation</i>
<i>Enhanced computer skills</i>
<i>2 - Excel</i>
<i>Familiarization w/Cnty and Dept policies and procedures</i>
<i>2 - FAMIS training</i>
<i>Fast learner</i>
<i>FCIC/NCIC training</i>
<i>Fire training facility to train in and on</i>
<i>2 - Firearm training</i>
<i>Firearms proficiency skills</i>
<i>Flexibility to access information</i>
<i>For me none</i>
<i>Foreign language skills</i>
<i>Further stress management</i>
<i>General customer service (on complaint)</i>
<i>General customer services</i>
<i>Getting familiar with the equipment</i>
<i>Go to the college</i>
<i>Goal and objective setting</i>
<i>Good communication skills</i>
<i>Good public relation</i>

<i>Good public speaking skills</i>
<i>Half hour on duty exercise</i>
<i>Handling stress better</i>
<i>Hands on computer application</i>
<i>Hands on every day job skills training</i>
<i>Hands on techniques</i>
<i>Have not given any thought to this at this time</i>
<i>Hazardous material</i>
<i>Health</i>
<i>Helping more with extra duties</i>
<i>High WPM typing skills</i>
<i>Higher Level computer training</i>
<i>HIV training</i>
<i>I'd like to learn more about the computer I'm still working on 5.0 word perfect, need training to learn about window and like to adv</i>
<i>I'm fine with the training I had</i>
<i>I am competent in the computer necessary to do my job well. I feel I already have the necessary skills and abilities in eng</i>
<i>I am happy with the training</i>
<i>I am in drop and intend to retire soon</i>
<i>I currently have all necessary skills and abilities required to perform my job well</i>
<i>I feel I have acquired all of the skills needed to perform my job</i>
<i>I have the ability to do my job now. To do it better I need refresher classes. Specialized classes that are more detailed</i>
<i>I need to expand extemporary communications skill</i>
<i>I would like to be involved in some of the decisions that impact physicians.</i>
<i>Improve communication abilities</i>
<i>Improve communication between myself and subordinates</i>
<i>Improve my writing skills</i>
<i>Improve performance</i>
<i>Improvement in public speaking and radio skills</i>
<i>In house training, currently doing at my position</i>
<i>Increase effective communication w/public</i>
<i>Increased computer skills</i>
<i>Information management (able to quickly distill new information for important features</i>
<i>Innovative tools</i>
<i>Input of validation of payments/tourist tax</i>
<i>Inspection training</i>
<i>Install doors</i>
<i>Instructor development</i>
<i>Integrity</i>
<i>4 - Interpersonal communication skills</i>
<i>Interview/interrogation training</i>
<i>Interviewing skills</i>

<i>Investigative abilities/job knowledge/people skills</i>
<i>2 - Job interview skill training</i>
<i>Job knowledge</i>
<i>Job specific training</i>
<i>Keeping GOD first and foremost in my thoughts</i>
<i>Knowledge</i>
<i>Knowledge about my work</i>
<i>Knowledge of dept. operations</i>
<i>Knowledge of new software</i>
<i>Knowledge of updated comp</i>
<i>Knowledge of water and sewer dept. procedures</i>
<i>Language</i>
<i>Law enforcement</i>
<i>2 - Leadership skills</i>
<i>Learn how to concentrate more</i>
<i>Learn more varied data programs</i>
<i>Learn Spanish better</i>
<i>Learn to be more patient</i>
<i>Learn to deal with difficult people</i>
<i>Learn to speak and understand better English</i>
<i>Legal descriptions</i>
<i>Legal knowledge</i>
<i>Less intrusion from mgmt into employees personal life and the reasons for employees need to take leave or sick time</i>
<i>Line supervision</i>
<i>Listening skills</i>
<i>Lotus, database,</i>
<i>LPN</i>
<i>Lunch brake</i>
<i>Mainframe computer knowledge</i>
<i>Maintenance</i>
<i>Maintenance & building policies</i>
<i>8 - Management courses</i>
<i>Management of culture diversity</i>
<i>Management of multiple priorities</i>
<i>MDPD needs wide spread training to offer service to county residents and to place higher priority on police work</i>
<i>Medical priority dispatch skills</i>
<i>Microsoft training</i>
<i>More budget matter training</i>
<i>7 - More computer skills training</i>
<i>More dependents on computer generated police reports</i>
<i>More effective IPC training</i>
<i>More English grammar</i>

<i>More equipment operation and familiarization</i>
<i>More experience</i>
<i>More firearms training</i>
<i>More general training in plumbing</i>
<i>More in Department training</i>
<i>More interaction with management</i>
<i>More knowledge in the platform</i>
<i>More knowledge of internal procedures</i>
<i>More law classes</i>
<i>More on going training</i>
<i>More self confidence</i>
<i>More support from the supervisor from LT and above</i>
<i>More technical training</i>
<i>More training in general</i>
<i>More training in the field of plastering etc</i>
<i>More training on grant accounting w/finance</i>
<i>More vendor and trouble shooting</i>
<i>Most like everything listed is what I need</i>
<i>Motivational skills</i>
<i>Multi-culture awareness</i>
<i>Multiple task problem solving</i>
<i>Must be able to handle people</i>
<i>Must stay enthusiastic about me job duties</i>
<i>My evaluation have always been above satisfactory, but refresher training is always helpful</i>
<i>My job requires me to manage several CTA contracts-I have never had any training/never offered</i>
<i>My performance depends on alertness, awareness and thoroughness. I am alert to the day today sound, smells and look of my equipment</i>
<i>My skills and abilities meet the standards of the dept.</i>
<i>Need a computer - supervisor without computer in 1999 ridiculous</i>
<i>Need more efficient computer</i>
<i>Need more experience w/more animals</i>
<i>Need more training on hands on training in my title</i>
<i>Need only the opportunity!</i>
<i>Need to be able to perform other duties outside my job classification (decision making)</i>
<i>Need to learn rules and regulations to advance</i>
<i>Need to pursue a supervisory position</i>
<i>Need to rec'v training on continual basis on the repertoire</i>
<i>Need train the trainer courses</i>
<i>New buses</i>
<i>New equipment training</i>
<i>New service truck</i>
<i>No room for improvement</i>
<i>None at this point</i>

<i>None. I do my job to the best of my ability every day. I know how</i>
<i>Not needed</i>
<i>Observe</i>
<i>Office training</i>
<i>Officer safety & tactical skills</i>
<i>Officer safety including physical fitness</i>
<i>OJT</i>
<i>OPC training</i>
<i>Open door policy needs better checks and balances</i>
<i>Opportunity to complete employee benefit specialist certificate</i>
<i>3 - Organizational skills</i>
<i>Organizing your work</i>
<i>OSHA regulation training (diving)</i>
<i>PAR training</i>
<i>Passenger relations skills</i>
<i>2 - Patience development</i>
<i>PC training</i>
<i>People communications</i>
<i>People should get hired on the basis of education and experience not on who they know in the County or which CUBAN</i>
<i>People skills</i>
<i>Performance</i>
<i>Performance appraisal</i>
<i>Periodic updating of compliance requirements, federal, state, local</i>
<i>Personnel policies & procedures training</i>
<i>Phone skills</i>
<i>Planning and budget concerns</i>
<i>Planning for future needs</i>
<i>Policies and procedures</i>
<i>Policy and proc review relating to dispatching</i>
<i>Polish presentation skills</i>
<i>Political</i>
<i>Positive atmosphere</i>
<i>Preparing a budget</i>
<i>Presentation skills</i>
<i>Procurement process</i>
<i>Productivity management</i>
<i>Professional classes</i>
<i>Programming power building</i>
<i>Progressive discipline</i>
<i>Progressive evaluations of my job performance</i>
<i>Proper equipment test procedures</i>
<i>2 - Public speaking/presentation skills</i>

<i>Q.E.I. National elevator inspection certification</i>
<i>Radar/laser</i>
<i>Reading</i>
<i>Recognition</i>
<i>Recurrent training in statistical analysis, quantitative methods and research techniques</i>
<i>4 - Refresher training</i>
<i>Report writing</i>
<i>2 - Resume writing skill training</i>
<i>Safe, clean and well maintain equipment (buses)</i>
<i>Safety awareness in all my working locations know what is pathogenic and what is not.</i>
<i>Safety training</i>
<i>Scale house training</i>
<i>Schooling</i>
<i>Self discipline</i>
<i>Self motivation</i>
<i>Seminars</i>
<i>Several civil engineering computer programs</i>
<i>Sewer pipe conditions and quality control</i>
<i>Skills are present in some cases</i>
<i>Spanish</i>
<i>Specialized training in job related skills depending on job classification.</i>
<i>Specialized computer software skills and resources</i>
<i>Steno</i>
<i>Strategic planning</i>
<i>3 - Stress management training</i>
<i>Stress workshops</i>
<i>3 - Supervisor training</i>
<i>Supervisor training at COI level (I'm placed in charged because of my seniority quite often)</i>
<i>Support from administration</i>
<i>Surveying skills</i>
<i>Systems analysis</i>
<i>Systems set up-organization in my work place</i>
<i>Take auditing seminars courses</i>
<i>2 - Team building</i>
<i>Team work</i>
<i>Team/tactical training</i>
<i>Technical -hands on of computer program/applications</i>
<i>Technical engineering</i>
<i>2 - Technical training</i>
<i>Test taking</i>
<i>The ability to have parts available in store room when needed</i>
<i>The job skills that are numerous and varied more than anything else we need appropriate facilities and adequate training support</i>

<i>The opportunity to maneuver through the politically connected system</i>
<i>3 - Time management training</i>
<i>Training for promotional exams</i>
<i>To be stronger with people</i>
<i>To deal with stressful situation</i>
<i>To hire more employees in my area to do a better job.</i>
<i>To prepare and complete paper work proficiently</i>
<i>Training</i>
<i>Training in domestic violence</i>
<i>Training in management</i>
<i>Training in other dept.</i>
<i>Training in property management</i>
<i>Training management</i>
<i>Training of low income policies/procedures</i>
<i>Training on dealing with personnel issues</i>
<i>Training on the engines and equipment that we work on</i>
<i>Training related to my skills in new construction ideas</i>
<i>Training through other professional organizations</i>
<i>Training to prepare myself for advancement</i>
<i>Training on personal computers</i>
<i>Training on report writing (or computers when and if we join the end of the 20th century world)</i>
<i>Troubleshoot problems w/PCs</i>
<i>2 - Troubleshooting techniques</i>
<i>Typing</i>
<i>Understand dept/county rules, orders.</i>
<i>Understanding all the policy rules and procedures</i>
<i>Up to date electronic equipment</i>
<i>Update training skills to share with dept. and staff</i>
<i>Updated computer</i>
<i>Updates on mainframe applications</i>
<i>Using windows 3.1</i>
<i>Vehicle to carry equipment</i>
<i>Warehouse management</i>
<i>Waste of time to improve my performance</i>
<i>We need complete thoroughly on training computer software, not short term training as done now (three days training)</i>
<i>Welding and mechanic skills</i>
<i>Welding skills</i>
<i>3 - Word processing training</i>
<i>Would like additional training in areas listed previously to enable me to become an even greater asset to my office and department</i>
<i>Writing evaluation. Otherwise I am perfect!!</i>
<i>3 - Writing skills</i>

Performance Skills-2

SECTION - 8. Q. 1. b.
<i>Business writing skills</i>
<i>Drug rehabilitation</i>
<i>A rotation of work given out so that every tech can be on the same level</i>
<i>A training facility</i>
<i>A/C training</i>
<i>Ability to attend seminars</i>
<i>Ability to attend yearly conference on testing assessment trends</i>
<i>Ability to delegate</i>
<i>Ability to have a position to go to</i>
<i>Ability to listen to customers and find their needs</i>
<i>Ability to make independent decision, less bureaucracy</i>
<i>Ability to measure performance</i>
<i>Ability to overcome "lost cause"</i>
<i>Able to deal w/stock room and others to get supplies and parts</i>
<i>Able to read difficult writing & make quit decisions</i>
<i>Access to all training</i>
<i>Access to job related tec</i>
<i>Accident investigation</i>
<i>Active listening, knowledge of dept and related depts</i>
<i>ADA policy training</i>
<i>2 - Additional computer training</i>
<i>Additional training in time management</i>
<i>Adequate computer work station</i>
<i>Administrative skills training</i>
<i>Administrative support</i>
<i>Advance lotus</i>
<i>Advanced communications skills</i>
<i>Advanced database application training</i>
<i>Advanced instructional techniques</i>
<i>Advanced technical classes</i>
<i>Aerobic classes, a way to relieve stress</i>
<i>Airport construction/design concepts</i>
<i>Appraising</i>
<i>Assertiveness training</i>
<i>At this time, the office has an auto-cratic system of management not conducive to a good working environment.</i>
<i>Attendance at advance school</i>
<i>Auto cad enrichment training</i>
<i>Availability</i>
<i>Awareness of new hardware</i>
<i>Basic management</i>

<i>2 - Basic management skills</i>
<i>Be more motivated about the job I do</i>
<i>Be updated as new & innovative methods of crime detection are developed.</i>
<i>Behavior modification</i>
<i>Being detailed oriented</i>
<i>Better communication skills</i>
<i>Better equipment</i>
<i>Better knowledge of new word processing program & new spread sheet program Microsoft Word</i>
<i>Better knowledge of procurement & vendor bids</i>
<i>Better route knowledge</i>
<i>Better training on supervisor/employee relations</i>
<i>Better understanding of Property Appr.</i>
<i>Better verbal/comm. Skills</i>
<i>Better writing skills</i>
<i>Better written codes and ordinances</i>
<i>Blue print reading</i>
<i>Bookkeeper</i>
<i>Budget</i>
<i>5 - Budget training</i>
<i>Business training</i>
<i>4 - Business writing skills training</i>
<i>Carnival inspection training (amusement rides)</i>
<i>Cbx meridian installation and maintenance</i>
<i>Chairs, headset, radio</i>
<i>Classes in management</i>
<i>Coaching/employee development</i>
<i>College courses</i>
<i>College general courses in business</i>
<i>3 - Communication skills</i>
<i>Completion of BA</i>
<i>Computer aided facility maintenance</i>
<i>Computer engine diagnosis skills</i>
<i>Computer hardware and software problem diagnostic and repair skills</i>
<i>19 - Computer skills training</i>
<i>Conferences</i>
<i>4 - Conflict management training</i>
<i>Constant repetition of phyco motor skills</i>
<i>Construction estimating</i>
<i>Continuous training update on changing legal issues</i>
<i>Contract training</i>
<i>Control stress as a supervisor</i>
<i>Cooperation</i>
<i>Counseling</i>

<i>County policies and procedures(hiring, discipline, promotion)</i>
<i>CPR training</i>
<i>Criminal law/constitutional law courses</i>
<i>Critical decision making</i>
<i>5 – Cross-training</i>
<i>Customer service</i>
<i>Customer service/conflict resolution</i>
<i>2 - Data base training</i>
<i>Dealing w/difficult people (over the phone)</i>
<i>Dealing with angry citizens</i>
<i>Dealing with conflict/stress in the work place</i>
<i>4 - Dealing with difficult people</i>
<i>Decision making</i>
<i>2 - Defensive tactics refresher course</i>
<i>Delegation</i>
<i>Departmental functions description</i>
<i>Desire or ambition will promote or enhance your skills</i>
<i>Detail oriented</i>
<i>Detailed explanation of major systems and sub-systems operation</i>
<i>Development of capital for business</i>
<i>Development of negotiation skills</i>
<i>Disability workshop</i>
<i>2 - Discipline and counseling training</i>
<i>Do not be passive</i>
<i>Domestic terrorism and what to look for/how to deal with/the problem</i>
<i>Drug awareness courses</i>
<i>Effective listening skills</i>
<i>Effective listening training</i>
<i>Effective writing</i>
<i>Electrical</i>
<i>Emergency planning practice scenarios</i>
<i>2 - Employee development training</i>
<i>Employee motivation</i>
<i>Employee relations</i>
<i>Engineering</i>
<i>Engineering/architectural degree</i>
<i>2 - English speaking skills</i>
<i>Equipment familiarization (trained by mfr)</i>
<i>3 - Equipment operational training</i>
<i>Ethics</i>
<i>Excel</i>
<i>Experience in counseling and disciplinary procedures</i>
<i>FAA equipment familiarization</i>

<i>Factory training</i>
<i>Finance management information system</i>
<i>Fire arms and self defense</i>
<i>Firearms</i>
<i>First aid</i>
<i>First ROSPOWDER</i>
<i>For my classification (track repairer)</i>
<i>For my supr. person any 3 skills wouldn't even scrape the surface their all moron's who way of thinking is still a century behind</i>
<i>Forklift training</i>
<i>Further technical training</i>
<i>General customer service</i>
<i>General electrical training</i>
<i>General programs</i>
<i>General safety awareness training</i>
<i>GIS training</i>
<i>Going back to college to finish my degree</i>
<i>Good working environment</i>
<i>Good writing skills</i>
<i>Grammar</i>
<i>Grant auditing</i>
<i>Grant interpretations</i>
<i>2 - Grant writing skills</i>
<i>Group skills</i>
<i>Handling passengers</i>
<i>Hazardous material training</i>
<i>Help in office</i>
<i>High ethical standards</i>
<i>Higher abilities of training classes very limited at this time</i>
<i>Hot water flow</i>
<i>How to deal w/difficult people</i>
<i>How to handle stress when air gets busy</i>
<i>How to write accident reports</i>
<i>Human skills</i>
<i>I need to expand my knowledge of zoning as it pertains directly and/or indirectly the legal process</i>
<i>I should be given a promotion for my job performance that I do for Water & Sewer.</i>
<i>Improve knowledge and application of personnel issues</i>
<i>Improve my English</i>
<i>Improve physical fitness level</i>
<i>Improve public speaking skills</i>
<i>Improved time management skills</i>
<i>Improved tracking procedures for contracts, agency documents and project progress</i>
<i>In house training to overhaul equipment instead of sending it out</i>

<i>Information access</i>
<i>Install locks</i>
<i>Internet</i>
<i>2 - Interpersonal skills</i>
<i>2 - Interviewing skills</i>
<i>Investigative procedures</i>
<i>Investigative techniques (surveillance, photography, interviewing)</i>
<i>Investigative training</i>
<i>It takes too long to hire replacements when someone leaves or is promoted</i>
<i>IT training</i>
<i>Job interview enhancement</i>
<i>Job planning</i>
<i>Job related proficiency skills</i>
<i>Keep up with industry development</i>
<i>Knowledge</i>
<i>Knowledge of children's literature/needs thru seminar, workshops</i>
<i>Knowledge of the use and the teaching of how to use the computer rise database and internet services especially job finding</i>
<i>Knowledgeable and capable (physical shape to rescue people in the ocean in distress, and how to treat them until help arrives</i>
<i>2 - Language classes</i>
<i>Latest revision of city building & code enforcement</i>
<i>Latest software training available</i>
<i>Latest software with tutorial for self training</i>
<i>Law procedures</i>
<i>Leadership</i>
<i>Learn more detailed FAMIS programs</i>
<i>Lecturer regarding the above</i>
<i>Legal issues</i>
<i>Legal training</i>
<i>Legal writing</i>
<i>Less criticism from mgmt and more understanding and assistance in solving problems</i>
<i>Less paperwork</i>
<i>Less work load or stress management training</i>
<i>Listening</i>
<i>Litigation policy and procedures training</i>
<i>Logic</i>
<i>Long for me classes speaking training</i>
<i>M-rail/m-mover station familiarization, Do's & Don'ts</i>
<i>Mainframe skills</i>
<i>Maintenance on pcs</i>
<i>Maintenance operations service i.e., new engines, coaches and other systems</i>
<i>Making assessments</i>

<i>5 - Management training</i>
<i>Micro processor</i>
<i>More awareness of what is going on</i>
<i>2 - More computer training</i>
<i>More concern about safety of the operator</i>
<i>More cross-training in all phases of operation</i>
<i>More general training in electrical problems solving</i>
<i>More human skills with minorities</i>
<i>More initiative taking</i>
<i>More involvement</i>
<i>More on job training</i>
<i>More personnel to handle volume of work</i>
<i>More practice</i>
<i>More responsibilities</i>
<i>More responsibility for payroll</i>
<i>More route time</i>
<i>More skills on performance evaluation</i>
<i>More supervision</i>
<i>More support from supervisors</i>
<i>More training programs</i>
<i>Ms word</i>
<i>Must have skills of locating addresses throughout Dade County</i>
<i>Must maintain excellent attendance record</i>
<i>Need a reason to improve performance-more pay, job advancement</i>
<i>Need to improve morale</i>
<i>Network management/administration</i>
<i>Never offered any computer training at DCAD</i>
<i>New equipment (new engines, need manual, etc.)</i>
<i>New equipment training</i>
<i>New food services techniques</i>
<i>New information related to forensic field</i>
<i>New tools skills</i>
<i>No interruption</i>
<i>No more cross training. All areas basically the same</i>
<i>Office policies and procedures</i>
<i>Officer safety skills</i>
<i>2 - On the job training</i>
<i>On time performance</i>
<i>Operating the equipment and vehicles</i>
<i>Oracle-development tools</i>
<i>2 - Organizational skills</i>
<i>Organizing your desk</i>
<i>2 - OSHA regulations training</i>

<i>Other computer training</i>
<i>Out sourcing cost analysis/benefits/concept</i>
<i>Paper work training</i>
<i>Paralegal courses (collections)</i>
<i>Patience</i>
<i>Paying attention to the judge</i>
<i>2 - Payroll and attendance (PAR)</i>
<i>PC use knowledge</i>
<i>People relation training</i>
<i>Performance appraisal training</i>
<i>Performance evaluation</i>
<i>Performance management</i>
<i>3 - Performance measurement skills</i>
<i>6 - Personnel policies and procedures training</i>
<i>Physical strength</i>
<i>Physical training</i>
<i>Plumbing training</i>
<i>Policy and procedure</i>
<i>Policy and regulation training</i>
<i>Positive acknowledgement</i>
<i>Positive reinforcement from sup.</i>
<i>Problem solving</i>
<i>Procedural</i>
<i>Procedural training</i>
<i>Procedural training contracting</i>
<i>2 - Procurement training</i>
<i>Productivity analysis</i>
<i>Productivity management</i>
<i>Productivity training</i>
<i>Professional classroom training in supr. and mgmt. Skills</i>
<i>Professional training in job application</i>
<i>Progressive discipline</i>
<i>Programming w/power scripts</i>
<i>Proper authority structure</i>
<i>Proper supervision</i>
<i>Proper training</i>
<i>Public contact training</i>
<i>Public interaction or dealing with the public</i>
<i>2 - Public relations</i>
<i>5 - Public speaking training</i>
<i>Purchasing procedures</i>
<i>Quality service</i>
<i>Reading</i>

<i>Realizing there is an equal and upper reaction to everything</i>
<i>Recurrent training in policies and procedures used in budget preparation</i>
<i>Reference skills (internet)</i>
<i>Refresher or follow up</i>
<i>Refresher training on vehicle trouble shooting with vehicle maintenance techs.</i>
<i>Refrigeration</i>
<i>Report preparation</i>
<i>2 - Report writing</i>
<i>Research and analysis of the affordable housing trends</i>
<i>Research skills</i>
<i>Respect for authority</i>
<i>Resume skills and interviews</i>
<i>2 - Safety awareness</i>
<i>Safety training</i>
<i>Second language</i>
<i>Self-confidence building</i>
<i>Self motivation</i>
<i>Sensitivity skills</i>
<i>Service monitors training</i>
<i>Setting personal goals and objectives</i>
<i>Shown the right way</i>
<i>Some computer knowledge</i>
<i>Some programs and mainframe operations</i>
<i>4 - Spanish language training</i>
<i>Speaking to the public</i>
<i>Spelling</i>
<i>3 - Spreadsheet training</i>
<i>Strategic planning</i>
<i>5 - Stress reduction skills-stress management</i>
<i>4 - Supervisory training</i>
<i>Support from supervisor & management</i>
<i>Survival safety</i>
<i>Tactful communication skills</i>
<i>Take more initiative in making suggestions</i>
<i>Team building</i>
<i>Team work within employees</i>
<i>Technical</i>
<i>Technical experience</i>
<i>Technical skills</i>
<i>Technical skills related to the work I use</i>
<i>Technical skills, including hands on</i>
<i>Technical training on fire suppression systems</i>
<i>Technical, specialized training</i>

<i>Telephone skills</i>
<i>The ability to change a work system</i>
<i>The ability to get subordinates to produce thru positive motivation & praise.</i>
<i>They have working for the County. I have seen more relative related hiring than actual education and experience knowledge</i>
<i>Time allotted for training</i>
<i>6 - Time management</i>
<i>Time to practice running the equipment</i>
<i>To be more helpful dealing with my dept. I work with</i>
<i>To have exclusive bus traffic lane</i>
<i>To understand the process based on preference and favoritism</i>
<i>To volunteer more for extra duties</i>
<i>Traffic procedures</i>
<i>Training</i>
<i>Training and updated information</i>
<i>Training in budget preparation</i>
<i>Training in oracle</i>
<i>Training in supervisor classes</i>
<i>Training manuals</i>
<i>Training on county and personnel policies</i>
<i>Training on dealing with employees problems</i>
<i>Training on handling customers/customer complaints</i>
<i>Training on new technology</i>
<i>Training on problem solving</i>
<i>Training to be able and prepare for promotions</i>
<i>Trial - civil</i>
<i>Training for Lt. Position</i>
<i>Training in my field</i>
<i>Trouble shooting</i>
<i>Tutoring</i>
<i>2 - Typing training</i>
<i>Understanding</i>
<i>Unfortunately "I am not divers enough"</i>
<i>Up-date bulletins on engines</i>
<i>Update computer skills & increase range of word processor tasks performed</i>
<i>Updated office procedures (written) last one 1985</i>
<i>Updated programs</i>
<i>Waiting</i>
<i>Who to call at other county or non-county agencies</i>
<i>4 - Word processing training</i>
<i>Working knowledge</i>
<i>6 - Writing skills</i>

Performance Skills-3

SECTION – 8. Comments Q. 1.c.
<i>OJT training</i>
<i>38% SGT exam based on the books/62% SGT exam is based subjectively evaluated from an "assessment"</i>
<i>A better working knowledge of dept. & facility d.s.o.p</i>
<i>A/C maintenance</i>
<i>Abds/famis</i>
<i>Ability not to "rock the boat"</i>
<i>Ability to maintain/proficiency</i>
<i>Accident prevention training</i>
<i>Accounting</i>
<i>Acknowledgement work well done</i>
<i>Ada</i>
<i>Additional computer skills training</i>
<i>Additional training</i>
<i>Additional updated job knowledge</i>
<i>Administrative policy & procedure</i>
<i>Advance business writing & report compilation/presentation</i>
<i>Advanced training in specific law enforcement areas</i>
<i>Always trying to put out a better product w/what I have on hand</i>
<i>An update of defensive tactics/tactical firearms training</i>
<i>Analytical</i>
<i>Assistant for procuring higher formal education</i>
<i>Atlas</i>
<i>2 - Attendance</i>
<i>Attention to detail</i>
<i>Auditing</i>
<i>Available to enhance education</i>
<i>Bar-coding systems</i>
<i>2 - Basic management skills training</i>
<i>Be a nice person</i>
<i>Be fair and following rules and regulations, etc.</i>
<i>Being knowledgeable of city, street location, zip code</i>
<i>Better buses</i>
<i>3 - Better communication skills</i>
<i>Better equipment and personnel to do the job</i>
<i>Better interpersonal skills</i>
<i>Better lighting in work area</i>
<i>2 - Better management skills in dealing w/team, work conflict, etc.</i>
<i>Better procurement- better tools and equipment</i>
<i>Better safety and discipline skills, while working</i>
<i>Better supervisor to employee relation</i>

<i>Better understanding of local community needs in housing and economic opportunities</i>
<i>Better vocabulary</i>
<i>2 - Better work environment</i>
<i>Blue print reading</i>
<i>Broaden hiring practices to be able to hire more motivated, industry knowledgeable staff</i>
<i>6 - Budget process training</i>
<i>4 - Business writing training</i>
<i>Career training</i>
<i>Cbx data integration</i>
<i>2 - Coaching employee development training</i>
<i>College credit courses</i>
<i>Commitment to doing a good job</i>
<i>Communication skills</i>
<i>Communication skills (e-mail)</i>
<i>Communication with other airports</i>
<i>Community development</i>
<i>Competent support staff</i>
<i>Computer equipment in police vehicles</i>
<i>Computer program training for performing the construction administration for compliance with contract doc.</i>
<i>13 - Computer training</i>
<i>2 - Conferences and forums</i>
<i>Confidence in what I have learned</i>
<i>Confidence that I can accomplish the task given Micro-Management is not effective</i>
<i>Confidentiality</i>
<i>4 - Conflict and stress management training</i>
<i>Conflict of interest training</i>
<i>Consistency</i>
<i>3 - Contracting training</i>
<i>Cordial relationship with other staff</i>
<i>County administrative and personnel skills</i>
<i>County/government</i>
<i>4 - Creole & Spanish language proficiency</i>
<i>2 - Criminal law training</i>
<i>Crisis intervention</i>
<i>7 - Critical thinking/problem solving training</i>
<i>4 - Cross training</i>
<i>3 - Customer services</i>
<i>2 - Data base training</i>
<i>Deal with residents</i>
<i>Dealing with counseling of employees</i>
<i>2 - Dealing with difficult people</i>
<i>Dealing with stress relating problems on job</i>
<i>2 - Defensive skill training</i>

<i>Define the chain of command and who answers what questions</i>
<i>2 - Department policies & procedures training</i>
<i>Desire and motivation</i>
<i>Developing personal computer based applications</i>
<i>Diagnostic and repair books or CD's</i>
<i>Diplomacy with the public</i>
<i>4 - Discipline and counseling training</i>
<i>Domestic violence procedures</i>
<i>Driving courses</i>
<i>Dynamic leadership skills training</i>
<i>Effective cross training w/in section upper management</i>
<i>Effective listening skills</i>
<i>Effective/advanced business writing</i>
<i>Emergency response</i>
<i>Employee development</i>
<i>Employee relations</i>
<i>Employee relations recruitment process training</i>
<i>Employee/coaching management</i>
<i>Energy management including computer access to utility billings</i>
<i>5 - Equipment operation training</i>
<i>Equipment training/DYNIX</i>
<i>Establish procedures for individual tasks</i>
<i>Ethics training</i>
<i>Experience</i>
<i>Facilitation in learning other skills</i>
<i>Fair and constant discipline</i>
<i>Fair/follow-up rules, etc.</i>
<i>Family medical leave act</i>
<i>2 - FAMIS</i>
<i>Fed, fmla, ada etc</i>
<i>Finance management information training</i>
<i>2 - Firearms training</i>
<i>4 - First aide training</i>
<i>For the position that the person has been hired for INVESTIGATE look at PW employees</i>
<i>Frequent professional communication w/other staff members, including reference service and collection development issues</i>
<i>Fundamentals of supervision to include equal employment and minority training</i>
<i>Further computer training</i>
<i>General plumbing training</i>
<i>Goal planning</i>
<i>Good safety skills</i>
<i>Good work environment</i>
<i>2 - Grant writing</i>

<i>Group dynamics</i>
<i>Hand writing</i>
<i>Handling attorneys diplomatically</i>
<i>Hands-on-experience workshops</i>
<i>Happy employee is a productive one. No more transfers</i>
<i>Have more authority</i>
<i>I should be more aware of budget restraints and how it impacts my work product</i>
<i>Improve analytical skills</i>
<i>Improve public speaking</i>
<i>2 - Improved communications/relations skills</i>
<i>In house training</i>
<i>Incentive and more hands on training</i>
<i>Increase knowledge in construction related ordinances</i>
<i>Increase mental awareness</i>
<i>Increasing my typing skills</i>
<i>Information (records) maintenance and retrieval</i>
<i>Inmate behavior training</i>
<i>Internet manipulation/database creation/management</i>
<i>3 - Interpersonal skills</i>
<i>Interpreting F.S and FAC applicable to current position activities</i>
<i>Interview/interrogation skills/persistence</i>
<i>Interviewing skills</i>
<i>It takes too long to purchase items needed to operate</i>
<i>Job back up practices</i>
<i>Job performance training</i>
<i>Job requirement training</i>
<i>2 - Job skills training</i>
<i>Learn to use resources at hand</i>
<i>Learning many forms</i>
<i>Less criticism of employees to other employees</i>
<i>Listening skills</i>
<i>2 - Lotus 1-2-3</i>
<i>Machine work training</i>
<i>2 - Mainframe application training</i>
<i>2 - Management skills</i>
<i>Management to not run my shop daily operation</i>
<i>Manipulate time</i>
<i>Manual dexterity</i>
<i>Marketing program promotion</i>
<i>Meeting facilitation</i>
<i>Modern technology update</i>
<i>Modern training</i>
<i>More basic management training</i>

<i>More communication with manufactures of equipments</i>
<i>More cooperation</i>
<i>More driver improvement class</i>
<i>More equipment information and books for repair purposes</i>
<i>More exposure to management principles and practices</i>
<i>More internet training</i>
<i>More responsibility</i>
<i>More team spirit from other employee</i>
<i>2 - More time in a day to complete jobs</i>
<i>More training classes</i>
<i>More updated equipment demo or classes</i>
<i>Motivational skills</i>
<i>Ms access</i>
<i>Multiple assailant</i>
<i>Must be willing to set an example to other employees</i>
<i>New laws and procedures</i>
<i>New methods</i>
<i>New study on most of the schedule at present especially weekend</i>
<i>No training on warehouse/purchasing procedures.</i>
<i>Old equipment (manuals, specs, etc.)</i>
<i>4 - Organizational skills</i>
<i>2 - OSHA regulation training</i>
<i>Parenting</i>
<i>Parts training and follow up</i>
<i>Patience</i>
<i>People skills</i>
<i>Performance appraisal</i>
<i>2 - Performance appraisal training</i>
<i>3 - Performance measurement skills</i>
<i>Periodic update training</i>
<i>Perseverance</i>
<i>5 - Personnel policies/ procedures training</i>
<i>Physically fit</i>
<i>Planning</i>
<i>Plumbing electrical</i>
<i>5 - Policies and procedures training</i>
<i>Positive self-esteem</i>
<i>Practice</i>
<i>2 - Prioritizing assignments</i>
<i>Problem solving</i>
<i>2 - Procedural skills</i>
<i>2 - Procurement training</i>
<i>Productivity management</i>

<i>Professional video tape dealing w/fire & EMS issues</i>
<i>Programming in comp languages</i>
<i>Programming w/SQL</i>
<i>Promotional preparation training</i>
<i>Proof reading</i>
<i>Proper punctuation</i>
<i>Proper tools</i>
<i>Property training & keep current paper procedure</i>
<i>Psychodynamics in the work place</i>
<i>Psychology</i>
<i>Public relations</i>
<i>2 - Public speaking</i>
<i>Purchase of the above by Dade County</i>
<i>Radio (communication) etiquette to the station ops/Central Control/fellow tech (following protocol)</i>
<i>Read and understand faster voluminous documents</i>
<i>Recreational training</i>
<i>Refresher training on established methods & techniques related to criminal investigation</i>
<i>3 - Refreshing courses</i>
<i>Report writing skills</i>
<i>Resume</i>
<i>Reviews of policies, skills, via self-motivated, open book packages</i>
<i>Rules and regulations</i>
<i>Safe and quick problems resolution to failures and break downs</i>
<i>5 - Safety training</i>
<i>Scientific writing</i>
<i>Self-defense tactics</i>
<i>Share ideas with fellows employees</i>
<i>Shooting other than annual</i>
<i>Social/psychology courses to help us deal w/psychologically challenged patrons</i>
<i>Spanish language classes</i>
<i>2 - Spreadsheet training</i>
<i>Stop complaining, it is not worth it</i>
<i>Stop the backstabbing</i>
<i>Strategic planning</i>
<i>5 - Stress management training</i>
<i>Study</i>
<i>Successful job interview skills training</i>
<i>Superior tools and equipment</i>
<i>Supervisor training</i>
<i>Supervisor who are more concern w/safety than just putting any bus on the street</i>
<i>Supervisor with credentials to allow (sign-off)</i>
<i>Supervisory certification</i>
<i>Supervisory training</i>

<i>Support from dept.</i>
<i>System wide planning</i>
<i>Systems analyst</i>
<i>3 - Team building/meeting management/group dynamics</i>
<i>2 - Team work seminars</i>
<i>Technical training</i>
<i>Technical training in biology/environmental law</i>
<i>Technical training on fire detection systems</i>
<i>Techniques for improving unit productivity</i>
<i>Test taking</i>
<i>The ability to comprehend</i>
<i>The ability to feel part of the team.(not just a #)</i>
<i>The ability to motivate staff</i>
<i>6 - Time management/project planning</i>
<i>Time to exercise</i>
<i>Time/file management</i>
<i>To keep on praying for an equal and just America/Metro-Dade Cnty</i>
<i>To learn the unethical process that propels the system</i>
<i>Tolerance</i>
<i>Total winning attitude, always wants to learn more</i>
<i>Training</i>
<i>Training for management position</i>
<i>Training in procurement procedures</i>
<i>Training in work related field</i>
<i>Training incentives (outside)</i>
<i>Training on customers relations (Diversity)</i>
<i>Training on effective management</i>
<i>Training on new equipment</i>
<i>Training on safety</i>
<i>Training on web pages</i>
<i>Training opportunities for advancement supervisor or management</i>
<i>Training to get more productivity</i>
<i>Trial - traffic (refresher)</i>
<i>Training on how to relate County government operations to the people</i>
<i>2 - Typing skills</i>
<i>Unknown, note: since being back in uniform I have been unable to get a training class for utilizing the ASP</i>
<i>Updated more detailed and readable schematics and diagrams</i>
<i>Varied job assignments to keep skills current</i>
<i>Verify one breakdown by bus</i>
<i>5 - Word processing training</i>
<i>Writing grants</i>
<i>5 - Writing skills</i>
<i>Written instructions for my job</i>

Promotion Skills-1

SECTION – 8. Comments Q. 2. a. Please list the top 3 skills or abilities that you need in order to be promoted:
<i>"Real politics"</i>
<i>(Engineering degree)</i>
<i>20 credits in school</i>
<i>A B.S. degree</i>
<i>A better knowledge of dept. Rules & county, pba administrative orders.</i>
<i>A career path - none available</i>
<i>A personnel director that cares if I get promoted</i>
<i>A social worker degree</i>
<i>A/C training</i>
<i>AA degree</i>
<i>Abilities of classes</i>
<i>Ability to continue studies</i>
<i>Ability to create budget</i>
<i>Ability to deal with excessive administrative B.S.</i>
<i>Ability to get those who work for you motivated</i>
<i>Ability to have access to individuals who can effect change. If I make a suggestion, I get in trouble. Management non-responsive</i>
<i>Ability to make the right decision</i>
<i>Ability to market myself</i>
<i>Ability to move to other dept.</i>
<i>Ability to supervise and lead other people</i>
<i>Ability to take tests</i>
<i>Ability to work effective in all phases of our current position</i>
<i>Able to attend seminar for licensing</i>
<i>2 - Accounting credits</i>
<i>Achieve outstanding rating performance evaluation</i>
<i>Additional college course</i>
<i>Additional education</i>
<i>Additional electrical training skills</i>
<i>Additional procedural training</i>
<i>Administrative knowledge on subjects</i>
<i>Administrative paper work</i>
<i>Administrative skills</i>
<i>Advance computer</i>
<i>Advance degree</i>
<i>3 - Advanced computer training</i>
<i>Advanced education level</i>
<i>Advanced training in administrative secretary skills</i>
<i>Affirmative action out of the selection process</i>

<i>All area of ADA</i>
<i>All supervisory courses</i>
<i>Amount of time spent at this classification</i>
<i>Analytical</i>
<i>Appearance</i>
<i>Ask for it. Keep asking until I get it</i>
<i>Assertiveness skills</i>
<i>Assertiveness/self-confidence</i>
<i>Assoc degree they say that is what I need to get promoted</i>
<i>At this time promotions not based on skills or abilities</i>
<i>Attaining a professional degree in a required field</i>
<i>Attendance performance</i>
<i>Auditing</i>
<i>Awareness of promotion offerings</i>
<i>B.A.</i>
<i>Bachelor's degree</i>
<i>Bachelors degree</i>
<i>7 - Basic management training</i>
<i>Basic/other computer training</i>
<i>Be a C.I.A. (Internal Auditor)</i>
<i>Be a certified law enforcement official</i>
<i>Be a good communicator</i>
<i>Be a problem solver</i>
<i>Be a supervisor, not just supervise</i>
<i>Be a woman</i>
<i>Be given the opportunity to perform senior agent functions at least once in a while.</i>
<i>Being given opportunities to be trained on other types of equipment</i>
<i>Better attendance</i>
<i>Better computer skills</i>
<i>Better explanations of promotional assessment process</i>
<i>Better management of my time</i>
<i>Better mechanical experience</i>
<i>Better supplies inventory</i>
<i>Better writing skills</i>
<i>Bi-lingual</i>
<i>Blue print reading</i>
<i>Brown nose</i>
<i>5 - Budget process</i>
<i>Build speed on typing</i>
<i>Bus operations scheduling training</i>
<i>2 - Business writing skills</i>
<i>Career development training</i>
<i>Carpentry, electrical and plumbing skills</i>

<i>Cdl</i>
<i>Certification in A/C</i>
<i>Certification in the appropriate computer applications</i>
<i>Children programming training</i>
<i>Civil service</i>
<i>Clarification by supervisor what is needed to succeeding dept.</i>
<i>College</i>
<i>College degree</i>
<i>Common sense</i>
<i>5 - Communications skills</i>
<i>Complete knowledge of all aspects of the customer service clerk</i>
<i>Complete my college degree</i>
<i>3 - Completion of Bachelors Degree</i>
<i>Computer network engineering</i>
<i>15 - Computer training</i>
<i>Conflict management training</i>
<i>Considerable knowledge of public relations, principles, and techniques</i>
<i>Contract management</i>
<i>Contract writing skills</i>
<i>Contracting (training on processing & monitoring construction contract</i>
<i>Correct wording in filling out the request for promotion forms</i>
<i>County administrative procedures</i>
<i>4 - Critical thinking/problem solving training</i>
<i>Cross-training (permits)</i>
<i>Cross training</i>
<i>Cross training on heavy equipment</i>
<i>Culture and gender discrimination</i>
<i>Customer services</i>
<i>Dealing with issues</i>
<i>Dealing with job performance</i>
<i>Decision making</i>
<i>Degree</i>
<i>Departmental rules and regulations knowledge</i>
<i>3 - Dept. Policies training</i>
<i>Desire</i>
<i>Desire to advance</i>
<i>Determination</i>
<i>Develop & implement policies & procedures for the admin. Of projects.</i>
<i>Develop interviewing skills</i>
<i>2 - Discipline and counseling training</i>
<i>Do not care to be promoted</i>
<i>Do not want to be promoted</i>
<i>Drive</i>

<i>Driving class</i>
<i>2 - Education</i>
<i>Education training and communication skills</i>
<i>Educational requirement</i>
<i>Effective time management skills</i>
<i>Effective writing</i>
<i>Electrical training</i>
<i>Eliminate the buddy system for promotion-give it to the best man for the job</i>
<i>Employee coaching</i>
<i>Employee development training/coaching/team building</i>
<i>Employee relations</i>
<i>English skills</i>
<i>Equipment operation</i>
<i>Every position and every dept has its own skills to be learned</i>
<i>Expanded computer skills</i>
<i>Experience (seniority)</i>
<i>Experience working with crime reports</i>
<i>Exposure to supervisory training in conjunction w/first line supervision activities</i>
<i>4 - FAMIS training</i>
<i>Fan employee practices</i>
<i>Finances in order to take training</i>
<i>Finish my studying</i>
<i>Finish school</i>
<i>Formal education</i>
<i>General safety awareness training</i>
<i>2 - Get my degree</i>
<i>2 - Go to school to get more education</i>
<i>Good attendance</i>
<i>Good knowledge of job</i>
<i>Good work ethics</i>
<i>2 - Grant writing skills</i>
<i>Budget development</i>
<i>Handling discipline problems</i>
<i>Hard work</i>
<i>Have a degree of some sort in a tech field or admin field</i>
<i>High ethical standards/ability to deal w/people/common sense</i>
<i>Higher education</i>
<i>Higher level computer training</i>
<i>How to supervise people</i>
<i>I am happy where I am at</i>
<i>I am in the twilight of my career</i>
<i>I am personnel technician any promotion requires a four year degree</i>
<i>I can't think of any</i>

<i>I do not wish to be promoted, because I will have to take a pay cut</i>
<i>I do not want to be promoted</i>
<i>I don't want to be promoted</i>
<i>I feel I have acquired all of the skills needed to perform my job</i>
<i>I guess the ability to endure loads of both paperwork and blame would be handy</i>
<i>I have no plans or desire to be promoted</i>
<i>I personally am not in a promotional position</i>
<i>I think that no skill is necessary to be promoted, many of those promoted usually have not skills or academic requirements.</i>
<i>I was promoted six months ago</i>
<i>I would like to return to college to complete my work to obtain an AA degree and to go on from there</i>
<i>I would think the next step of promotion from my position would be that of administrative secretary. Therefore, a refresher</i>
<i>Improved delegation of tasks</i>
<i>Improved supervisory skills</i>
<i>Improvement and more use of steno and dictation use when required can be more effective</i>
<i>Improving overall management skills (i.e., to dept. Level capable levels)</i>
<i>In basket</i>
<i>In basket training</i>
<i>In house courses which will prepare me for promotional exams</i>
<i>In my dept. Promotion depends on education, licenses and spots opening for the position</i>
<i>In order to be promoted, I would need to obtain my bachelors degree which I am presently pursuing</i>
<i>Increase stats</i>
<i>In-depth problem solving</i>
<i>Intelligence</i>
<i>3 - Interpersonal skills training</i>
<i>2 - Interviewing skills</i>
<i>It has not been defined to me</i>
<i>It is my belief that you at this point on the above situation</i>
<i>Job experience</i>
<i>Job interviewing skills</i>
<i>Job knowledge</i>
<i>Job training as acting supervisor</i>
<i>Know the right employees in high-level jobs. Be at the right place at the right time. Have the degree needed for the position</i>
<i>Know the skills and rules of your position</i>
<i>Knowledge</i>
<i>Knowledge of forensic field</i>
<i>Knowledge and experience of the police function</i>
<i>Knowledge of all aspects of profession</i>
<i>Knowledge of books and policies</i>
<i>3 - Knowledge of dept. Operations</i>
<i>Knowledge of plant</i>
<i>Knowledge of policies</i>

<i>Knowledge of SOP's and AO's</i>
<i>Knowledge of the county's budget process</i>
<i>Knowledge personnel policies training</i>
<i>2 - Language</i>
<i>Leadership</i>
<i>Leadership skills</i>
<i>Learn basic computer skills</i>
<i>Learn dept. D.s.op's</i>
<i>Learn different procedures of different departments</i>
<i>Learn different tasks for a future promotion</i>
<i>Learn three computer languages</i>
<i>Learn to kiss ass</i>
<i>Learn to speak Spanish</i>
<i>Legal</i>
<i>Legal education</i>
<i>Less sick time</i>
<i>License</i>
<i>Like working with people</i>
<i>LPN training</i>
<i>Maintain my true self</i>
<i>Maintenance</i>
<i>17 - Management training</i>
<i>Many times promotions are not based on education, skills, or abilities</i>
<i>Maritime management</i>
<i>Marriage license department</i>
<i>3 - Masters degree</i>
<i>Mechanical certification</i>
<i>Mechanical training</i>
<i>Meeting facilitation skills training</i>
<i>Memorization</i>
<i>Miami-Dade County senior management/administrative training</i>
<i>Mls</i>
<i>MLS degree</i>
<i>More budget matter training</i>
<i>More college or university credits in order to complete my degree</i>
<i>5 - More computer training</i>
<i>More discipline on driver</i>
<i>More education</i>
<i>More English</i>
<i>More experience supervising a greater number of employees</i>
<i>More fair selection process</i>
<i>More inter-departmental and inter-organizational exposure to expand communications skills and contact in order to advance</i>

<i>More knowledge</i>
<i>More knowledge regarding the budget and financial process</i>
<i>More technical training</i>
<i>More tolerance</i>
<i>More training</i>
<i>More training on computer</i>
<i>Must be able to stay focused on job duties and responsibilities</i>
<i>Need supervisor training</i>
<i>Need to attend Code Enf. Cert class</i>
<i>Need to be looked at more because the people that work all the time, never get looked at</i>
<i>Need to go back to school to get a degree</i>
<i>Need to learn rules and regulations to advance</i>
<i>Need to remain current on ordinance</i>
<i>Networking</i>
<i>New skills for positions</i>
<i>No bachelor to be promoted</i>
<i>No desire for promotion</i>
<i>No interest/not applicable (cannot be promoted)</i>
<i>No matter what I do, no matter what I know I will never get promote here.</i>
<i>No opportunity for advancement</i>
<i>No place to go</i>
<i>No promotion on forensic investigator position, next level will be supervisor</i>
<i>No promotion within this section-</i>
<i>No promotional aspiration</i>
<i>No steps-dead end job</i>
<i>Non promotable</i>
<i>None - there is no higher level than Step 10</i>
<i>None (if anything, computer skills will help me get out of the dept.)</i>
<i>None at this time</i>
<i>Not an issue with me</i>
<i>Not applicable - don't need - I have them</i>
<i>3 - Not interested in promotions at this time</i>
<i>Not necessary</i>
<i>Nursing</i>
<i>Obtain more technical skills</i>
<i>Obtain professional engineer's license</i>
<i>Office procedures</i>
<i>Officer safety including physical fitness</i>
<i>Ojt</i>
<i>On my way out -in drop program, but I will go to college and get a degree for sure</i>
<i>Once I improve the above-met I could be very successful</i>
<i>One only: study skills</i>
<i>Opening opportunities</i>

<i>Opportunity</i>
<i>Opportunity to become licensed in one of the trades</i>
<i>Opportunity to do all the above if this system does not undergo and extensive and immediate change</i>
<i>Oral communication skills</i>
<i>2 - Organization skills</i>
<i>Painting</i>
<i>3 - PAR training</i>
<i>Pass the writing test for sgt.</i>
<i>Payroll and attendance training</i>
<i>PC training</i>
<i>People management, supervisory training, study material and class</i>
<i>People skills</i>
<i>Performance evaluation preparation</i>
<i>Personal desire to do so</i>
<i>Personal policies and procedures training</i>
<i>Personnel management skills</i>
<i>Personnel policies and procedures training</i>
<i>Planning and budget concerns</i>
<i>Police promotions have nothing to do with abilities or skills</i>
<i>Political</i>
<i>Politics</i>
<i>Position available</i>
<i>Positions seem to be handed out at the discretion of the asst. Dir. With no concerns for skills or abilities</i>
<i>Preparing a budget</i>
<i>Problem solving</i>
<i>8 - Procedural training to include budget development and financial planning</i>
<i>Procedures to obtain b & z license in my area of expertise</i>
<i>Procurement process</i>
<i>Productivity management training</i>
<i>Promotion is very difficult</i>
<i>Promotion is very limited</i>
<i>Promotion not possible</i>
<i>Promotion opportunities for civilian employees within the police dept. Are rather limited</i>
<i>Promotion to be administrative officer position</i>
<i>Promotional study classes in how to study</i>
<i>Promotions are depending on job openings</i>
<i>5 - Public speaking/presentation skills</i>
<i>Qualifications</i>
<i>Race</i>
<i>Reading</i>
<i>Reading/knowledge retention</i>
<i>Ready for a promotion</i>
<i>Realistic promotional assessment testing</i>

<i>Relatives, friends</i>
<i>Reliable</i>
<i>Report writing</i>
<i>Responsibility</i>
<i>Rest time</i>
<i>4 - Resume writing skills training</i>
<i>Road experience</i>
<i>Saa</i>
<i>Safety</i>
<i>Same as #1, will explain when you call</i>
<i>Satisfy all needs of judge</i>
<i>See above</i>
<i>Self-motivation</i>
<i>Self confidence</i>
<i>Skills related to my trades that are now in market example new tools, new products, optimization</i>
<i>Skills will not help me be promoted, I filled out my own re-class</i>
<i>Socialization</i>
<i>2 - Spanish language proficiency</i>
<i>Specialized computer software skills and resources</i>
<i>Speed reading skills</i>
<i>Spread sheet training</i>
<i>State of Fl cert of Fl collector ass't</i>
<i>2 - Strategic planning</i>
<i>Stress management training</i>
<i>Strong ability to handle people</i>
<i>2 - Study skills</i>
<i>Successful job interview skills training</i>
<i>Superior quality of work</i>
<i>Supervision abilities/techniques</i>
<i>Supervision, payroll, personnel policies and procedures</i>
<i>2 - Supervisor capabilities</i>
<i>12 - Supervisory training skills</i>
<i>Suspensions</i>
<i>Team building</i>
<i>Technical skills</i>
<i>Telephone skills</i>
<i>Test taking skills</i>
<i>The ability to attend classes for promotion</i>
<i>The ability to discipline and counsel personnel</i>
<i>The art of politics</i>
<i>The classification contracts officer does not have promotional steps therefore the acquisition of additional skills or abilities</i>
<i>The county can give all the training you want but if only the relatives of CUBAN's get special privileges then what</i>

<i>is the</i>
<i>The only thing one needs is a photographic mind</i>
<i>The opportunity</i>
<i>The present system for MDTA is unreasonable. I have been with the MDTA for 5 years and have not seen any promotions or exams</i>
<i>There are absolutely no promotional opportunities here for me now or in the future</i>
<i>There is no job classification for the job that I am performing. (mathematical Modeling of Hydraulic Systems)</i>
<i>2 - There is no room for promotion</i>
<i>This question is foolish based on MDPD promotion system</i>
<i>Thorough knowledge of all applicable elevator codes</i>
<i>3 - Time management (assigning duties)</i>
<i>To be friendly with the boss</i>
<i>To be reclassified, because we do more technical work now</i>
<i>To know someone</i>
<i>To prepare and complete paper work proficiently</i>
<i>Too late for me</i>
<i>Track construction and inspection</i>
<i>Training</i>
<i>Training based on the promotion I will be sent to</i>
<i>Training classes for TTD2</i>
<i>Training for equipment operation</i>
<i>Training in all and refrigerator repair electrical training.</i>
<i>Training in human resources</i>
<i>Training in the latest rules in the dept.</i>
<i>Training on policy procedures, par.</i>
<i>Training to lead men</i>
<i>Treatment planning</i>
<i>Understanding about the county's procedures</i>
<i>Understanding and working with the political system</i>
<i>Understanding budget process and procedures</i>
<i>Understanding the paper flow</i>
<i>Uniform standards of professional appraisal practices</i>
<i>Unix platform understanding</i>
<i>Use of computers</i>
<i>Vacancy</i>
<i>Very little chance for promotion</i>
<i>What promotion? Do not know</i>
<i>Within my department, it seems that lately the majority of promotions offered have been more because of relationship situation</i>
<i>2 - Word processing training</i>
<i>Working in environment where supervisors are not known for their incompetence</i>
<i>Writing of resumes so other depts will want to interview you</i>
<i>3 - Writing training</i>

Promotion Skills-2

SECTION-8. Q. 2. b.
<i>A chance to prove my work ability</i>
<i>PAR training</i>
<i>2 - Public speaking</i>
<i>Resume skills</i>
<i>1-year college for bachelors degree since all good promotional positions required it.</i>
<i>A bachelors degree</i>
<i>A chance to be promoted</i>
<i>A/c training</i>
<i>Abds</i>
<i>Ability to read</i>
<i>Ability to act on new ideas and trends</i>
<i>Ability to advertise my skills</i>
<i>Ability to collaborate w/top executives</i>
<i>Ability to demonstrate supervisory skills</i>
<i>Ability to know how to deal with superiors</i>
<i>Ability to lead</i>
<i>Ability to make correct judgments and decisions</i>
<i>Ability to overcome "lost cause"</i>
<i>Ability to reduce paperwork to a minimum</i>
<i>Ability to relate and get points across</i>
<i>Above average work performance</i>
<i>Accountability</i>
<i>2 - Accounting skills</i>
<i>Acquire more on-site experience</i>
<i>Acting skills to be in the assessment center (role play)</i>
<i>Additional training in plans processing (drafting, CADD, etc.)</i>
<i>Administrative paperwork, grant writing</i>
<i>3 - Administrative skills</i>
<i>Adoptability</i>
<i>Advance communication skills</i>
<i>All trainings cost money in this dept</i>
<i>Analytical skills</i>
<i>And a fair chance</i>
<i>Appraising</i>
<i>Appropriate training</i>
<i>3 - Assertiveness training</i>
<i>Assessment center practices</i>
<i>Assessment center training</i>
<i>Assessment presentation</i>

<i>Auditing/accounting</i>
<i>Automated budget training</i>
<i>Badge training</i>
<i>6 - Basic management skills training</i>
<i>Be a minority</i>
<i>Be able to put public needs first</i>
<i>Be more discipline</i>
<i>Better follow-up</i>
<i>Better knowledge of County policies</i>
<i>Better troubleshooting skills</i>
<i>Better understanding of centrifugal pumps</i>
<i>Better working conditions</i>
<i>9 - Budget development</i>
<i>5 - Business writing skills</i>
<i>Care and concern for co-workers</i>
<i>2 - Career development training</i>
<i>Change my schedule of work in the steering wheel</i>
<i>Classes in speed-reading</i>
<i>Clinical skills</i>
<i>4 - Coaching employee development training</i>
<i>4 - College education</i>
<i>Commendations</i>
<i>Communication skills</i>
<i>Computer network administration</i>
<i>Computer presentation and composition skills</i>
<i>21 - Computer training</i>
<i>3 - Conflict management training</i>
<i>Conform</i>
<i>3 - Contracting training</i>
<i>Control room procedures</i>
<i>Control temper</i>
<i>County personnel procedures/union rules, etc.</i>
<i>2 - County policies and procedures</i>
<i>County procurement and requisitioning procedures</i>
<i>Court management classes</i>
<i>Credits related to sociology or human services field</i>
<i>3 - Critical thinking courses</i>
<i>2 - Cross training</i>
<i>Cross training on LF as a waste equipment operator</i>
<i>Customer</i>
<i>Data base training</i>
<i>Deal with problem persons</i>
<i>Dealing w/and solving customer related problems</i>

<i>3 - Dealing with difficult people training</i>
<i>Dealing with subordinates</i>
<i>Delegation</i>
<i>Demonstrated amount of accurate testing and professional demeanor</i>
<i>Department provide certif. training</i>
<i>Departmental budget training</i>
<i>Departmental functions description</i>
<i>Departmental outside training for promotion</i>
<i>Dept policies</i>
<i>Dept. Policies and procedures</i>
<i>Desire to make the dept. Better.</i>
<i>Development of negotiation skills</i>
<i>Disaster training</i>
<i>4 - Discipline and counseling training</i>
<i>DSOP refresher</i>
<i>Education</i>
<i>Education and training to know about the job as possible</i>
<i>3 - Effective listening writing skills</i>
<i>Electronic certification</i>
<i>Eliminate the buddy system for promotion-give it to the best man for the job</i>
<i>Employee development</i>
<i>2 - Employee relation training</i>
<i>2 - Equipment operating</i>
<i>Ethics-training on ethical behavior</i>
<i>Excellent communication skills</i>
<i>Existing rules of the water and sewer dept.</i>
<i>Experience</i>
<i>Experience in gathering statistics</i>
<i>Experience on the job</i>
<i>Exposed to the offices for the activities</i>
<i>Exposure to departmental policy making procedure</i>
<i>Exposure to other County job opportunities & their skills requirements will be helpful</i>
<i>Fair employment practices</i>
<i>Familiarize myself with FAMIS</i>
<i>Familiarizing myself with jobs and duties that I would not usually do as a waste attendant</i>
<i>Family ties</i>
<i>3 - Finance management information system</i>
<i>Finger print</i>
<i>Finish my B.S. in management</i>
<i>Finish the master degree</i>
<i>First line supervision</i>
<i>Friends in higher positions (very important)</i>
<i>Get mentor</i>

<i>Good active listening skills</i>
<i>Good common sense</i>
<i>Good communication skills</i>
<i>Good job knowledge</i>
<i>Good work performance</i>
<i>Grant application process</i>
<i>Grant writing</i>
<i>GSA training</i>
<i>Health up keeping due to stress</i>
<i>Higher output of work</i>
<i>Honest/integrity</i>
<i>How to properly answer interview questions</i>
<i>Human skills</i>
<i>I was a qualified employee by passing promotional exam, however, politics and lawsuits at the time froze the promotional list</i>
<i>Improve my English</i>
<i>Improved conflict resolution skills</i>
<i>In order to hire the best qualify applicants, the county needs to take a closer look at the method currently used.</i>
<i>Increase productivity</i>
<i>3 - Interpersonal communications skills</i>
<i>Interviewing techniques</i>
<i>Job advancement</i>
<i>2 - Job interview skills</i>
<i>Job knowledge</i>
<i>Keep order in court room while session</i>
<i>Know someone</i>
<i>Knowledge</i>
<i>Knowledge & understanding of other areas operational function</i>
<i>Knowledge and understanding of sop&a.o's</i>
<i>Knowledge of Florida law handbook</i>
<i>Knowledge of knowing career paths in the county</i>
<i>Knowledge of property management</i>
<i>Knowledge of SOP's and the laws of the State of FL.</i>
<i>Knowledge of the budget approval</i>
<i>Knowledge of what is required form your position and the position of those you'll be supervising</i>
<i>Knowledge of work</i>
<i>Knowledge payroll & attendance</i>
<i>Lack of respect for employees and lack of integrity</i>
<i>4 - Leadership skills</i>
<i>Learn to delegate work</i>
<i>Learning activities</i>
<i>Learning different areas relating to position</i>
<i>Legal knowledge</i>

<i>Liked</i>
<i>9 - Management development skills training</i>
<i>2 - Master's degree</i>
<i>MDAD/MDC budget development</i>
<i>Mechanical learning ability</i>
<i>Mediating conflict between other & supervisor/supervisee</i>
<i>More classes on various training</i>
<i>More college majors</i>
<i>More degrees in my field</i>
<i>More detail budgeting skills</i>
<i>More employee-supervisor training</i>
<i>More field knowledge</i>
<i>More job related knowledge</i>
<i>More knowledge of dept. Internal procedures</i>
<i>More opportunities for a female in a male dominated field</i>
<i>More skills required to do the same job</i>
<i>2 - Motivational skills</i>
<i>Much better skills</i>
<i>Must be team oriented type employee</i>
<i>Need more time on my position</i>
<i>Nepotism</i>
<i>Networking</i>
<i>New firefighting skills and updates</i>
<i>Knowledge of various software programs</i>
<i>Obtain a bachelor's degree</i>
<i>Office training</i>
<i>On the job training</i>
<i>Open position that I can get promoted to</i>
<i>Opportunity to run crew to gain experience</i>
<i>4 - Organizational skills</i>
<i>P.e. certification</i>
<i>Paper work</i>
<i>Par training</i>
<i>Pass the assessment center</i>
<i>Payroll and attendance</i>
<i>Payroll duties policies</i>
<i>Payroll training</i>
<i>Pc training</i>
<i>People person</i>
<i>People skills how to interact with other employees</i>
<i>Performance appraisal training</i>
<i>Performance measurement</i>
<i>PERS policies</i>

<i>Perseverance</i>
<i>6 - Personal policies and producers</i>
<i>Personnel supervision</i>
<i>Pursue a 2-4 years degree</i>
<i>Plan, assign, and review the work of a professional staff of construction managers.</i>
<i>Planning & organizing</i>
<i>2 - Policy and procedures knowledge</i>
<i>Problem solving</i>
<i>Procedural training</i>
<i>7 - Procedures training</i>
<i>Procurement/contracting</i>
<i>3 - Productivity management`</i>
<i>Professional license</i>
<i>Professional training in job application</i>
<i>Programming</i>
<i>Project history information</i>
<i>Projects completed on time</i>
<i>Proper preparation and training</i>
<i>Proper training to be able to sit for the license test</i>
<i>Public relations</i>
<i>6 - Public speaking/interpersonal communication</i>
<i>Quick and effective trouble shooting</i>
<i>Reading comprehension</i>
<i>Reliable</i>
<i>Repair</i>
<i>Resume preparation</i>
<i>Resume writing skills training</i>
<i>Role playing for assessment center</i>
<i>Same as above</i>
<i>Schooling</i>
<i>Second language</i>
<i>Self confidence</i>
<i>Seniority</i>
<i>Show proficiency on the job</i>
<i>Specialized task training</i>
<i>2 - Spreadsheet training</i>
<i>Strategic planning</i>
<i>Strategic planning skills</i>
<i>Stuck</i>
<i>Study for exam for effectively</i>
<i>Study team</i>
<i>Substitute for lead worker on vacation</i>
<i>Successful job interviewing skills training</i>

<i>Supervisor and employee integration skills</i>
<i>Supervisory code Supervisory code block classes</i>
<i>11 - Supervisory training</i>
<i>Support of all my levels of the department</i>
<i>Team building abilities</i>
<i>Team training</i>
<i>Team work</i>
<i>Technical</i>
<i>Technical and business knowledge</i>
<i>Technical level</i>
<i>Technical training</i>
<i>Telephone skills</i>
<i>Test preparation</i>
<i>Test taking</i>
<i>Three times</i>
<i>Tile</i>
<i>Time experience (should not be, but is)</i>
<i>2 - Time management training</i>
<i>Time to practice running the equipment</i>
<i>To be timely to work</i>
<i>To qualify for certifications</i>
<i>Tolerance</i>
<i>Training</i>
<i>Training & procedures</i>
<i>Training how to relate to co-workers</i>
<i>Training in categories outside my realm of responsibility</i>
<i>Training on administrative policies</i>
<i>Training on computer courses in lotus 1-2-3</i>
<i>Training to help my co-workers more</i>
<i>Trash truck driver I training</i>
<i>Trial - civil</i>
<i>Typing speed skills</i>
<i>Understanding of budget and procurement process</i>
<i>Understanding of time control for travel</i>
<i>Upper management training</i>
<i>Use of the training and this SURVEY</i>
<i>Verbal presentation</i>
<i>Water treatment process</i>
<i>What is expected by lead worker</i>
<i>Workshops for employees willing to take a promotion test</i>
<i>2 - Word processing training</i>
<i>Working with people</i>
<i>3 - Writing skills</i>

Promotion Skills-3

SECTION – 8. Q. 2. c.
<i>Successful job interview</i>
<i>A better salary in order to pay the college</i>
<i>A mentoring program</i>
<i>Abds training</i>
<i>Ability to communicate bilingually</i>
<i>Ability to effectively resolve system failures</i>
<i>Ability to lead & motivate personnel</i>
<i>Ability to monitor</i>
<i>Ability to perform under pressure</i>
<i>Ability to program and maintain complex p.c. based databases</i>
<i>Ability to prominent</i>
<i>Ability to recognize an opportunity for promotion</i>
<i>Ability to use experience and knowledge in the work place</i>
<i>Accountability recordings</i>
<i>3 - Additional computer skills training</i>
<i>Additional in-house training</i>
<i>3 - Administrative training</i>
<i>Advance English courses for foreign people</i>
<i>Always be aware of new rules and regulations</i>
<i>Another language preferably Spanish to communicate w/none English speakers</i>
<i>Applications and repairs</i>
<i>Assessments of situations</i>
<i>Assessment center training</i>
<i>Assistance helper</i>
<i>Attend interview for promotion</i>
<i>Attendance</i>
<i>Auditing</i>
<i>Automated budget development training</i>
<i>Basic maintenance skills as basic plumbing basic electrical etc</i>
<i>4 - Basic time management training</i>
<i>Be 100% committed to your job</i>
<i>Be a politician</i>
<i>Be known</i>
<i>Be literate and have basic computer skills</i>
<i>Be more assertive</i>
<i>Be more attentive and less in a hurry to judge</i>
<i>Be persistent to reach my goals</i>
<i>Better computer/internet searching skills</i>
<i>Better equipment/operational skills</i>

<i>Better people skills</i>
<i>8 - Budget development and process</i>
<i>Business or administration</i>
<i>4 - Business writing skills training</i>
<i>Business writing skills/job interview skills</i>
<i>Career ladder opportunities</i>
<i>Church going friends</i>
<i>Classes in fire and RQ training</i>
<i>Classes in management, budget/supervisor capacity</i>
<i>Clear in writing detailed list of how you get promoted.</i>
<i>Coaching</i>
<i>Collection development skills</i>
<i>College level education (minimal BS/BA degree)</i>
<i>Common sense</i>
<i>3 - Communication skills</i>
<i>Community service</i>
<i>Computer application training</i>
<i>Computer networks</i>
<i>15 - Computer training skills</i>
<i>Conceptual systems</i>
<i>6 - Conflict resolution cultural, diversity & customer relations</i>
<i>Continuing education seminars</i>
<i>2 - Contracting</i>
<i>Counseling career</i>
<i>County administrative and personnel skills</i>
<i>County code training</i>
<i>County policies</i>
<i>County procedures</i>
<i>County training programs</i>
<i>5 - Critical thinking/problem solving</i>
<i>Cross training to learn new skills</i>
<i>2 - Database training</i>
<i>Deeper understanding of how the County works</i>
<i>Departmental policies skills training</i>
<i>Departmental procedures</i>
<i>Discipline</i>
<i>Disaster preparedness</i>
<i>2 - Discipline and counseling training</i>
<i>Do a better job</i>
<i>Earn certification from IAAP</i>
<i>Easy access to other position in other depts.</i>
<i>Education</i>
<i>Effective communication</i>

<i>2 - Effective listening skills</i>
<i>Effective management of multiple tasks</i>
<i>Effective negotiation skills</i>
<i>Effective speech communications</i>
<i>2 – Efficiency</i>
<i>Emotional intelligence</i>
<i>Employees training skills</i>
<i>2 - Ethics training</i>
<i>Experience</i>
<i>Experience enough to train upcoming individuals in duties</i>
<i>Experience on the global information system</i>
<i>Exposure/responsibility of the senior management</i>
<i>Fair employment practices</i>
<i>Fairness/equality in the promotional /process</i>
<i>Familiarize myself with procurement</i>
<i>Females are not promoted in our dept. All have been males and mostly from metro-rail and not metro-bus</i>
<i>3 - Finance management</i>
<i>Financial support to do part 1 & 2</i>
<i>Food decision making</i>
<i>Forced to</i>
<i>Friends of friends in even higher positions</i>
<i>Full understanding of the dept.</i>
<i>General customer service</i>
<i>General maintenance skills</i>
<i>Go back to school</i>
<i>Good character and positive attitude</i>
<i>Good job knowledge</i>
<i>Good test taking</i>
<i>Grant assessment skills</i>
<i>3 - Grant writing</i>
<i>Grants and outside funding acquisition</i>
<i>Hand on mechanics</i>
<i>Hard worker</i>
<i>Have a position to go to</i>
<i>Have good evaluation done</i>
<i>Having an ability to deal w/people</i>
<i>How to work with clerks of different races, religions, sex, and temperaments</i>
<i>2 - Human resources</i>
<i>I believe I would have been a good supervisor</i>
<i>Improve diplomacy</i>
<i>Improved writing skills</i>
<i>Improvement in business writing and effective public speaking</i>
<i>Information /training in budget/personnel</i>

<i>Information in acquiring the education and aid for promotion</i>
<i>Intelligent</i>
<i>3 - Interpersonal skills</i>
<i>3 - Interviewing training</i>
<i>IPC refresher</i>
<i>It seems that one needs to be godfathered to a promotion.</i>
<i>Job procedures/sop/aos</i>
<i>Job requirements</i>
<i>Know somebody</i>
<i>Know the report time</i>
<i>Knowledge about plant</i>
<i>Knowledge of budget preparation</i>
<i>2 - Knowledge of county personnel policies & procedures</i>
<i>Knowledge of dept. Operation</i>
<i>4 - Knowledge of job</i>
<i>Leadership/ethics training</i>
<i>Learn the responsibilities of dept. And hands-on plan processing and computers</i>
<i>Learn to be more aggressive</i>
<i>Learn to kill my stress from getting in daily basis</i>
<i>2 - Listening training</i>
<i>Luck</i>
<i>Mainframe application</i>
<i>Make sure calendar moves smoothly</i>
<i>Make training available to employees, make incentives to motivate employees</i>
<i>3 - Management refresher</i>
<i>2 - Management training</i>
<i>Math and ethics</i>
<i>Meeting facilitation</i>
<i>Miami-Dade supervisor classes (completed)</i>
<i>More English</i>
<i>More exposure to management principles and practices</i>
<i>More insight in getting right to the problem</i>
<i>More opportunities</i>
<i>More technical training</i>
<i>More time on job</i>
<i>More training classes</i>
<i>Motivational skills</i>
<i>Must be able to interact and work w/all types of employees</i>
<i>Networking</i>
<i>New engines, electronics injection systems</i>
<i>Opportunity to participate and actually do variety of tasks "inside" the division</i>
<i>Oral skills</i>
<i>3 - Organizational skills</i>

<i>Overall training</i>
<i>Pass the written in basket test</i>
<i>Passive</i>
<i>2 - Patience with others</i>
<i>2 - Payroll and attendance (PAR) training</i>
<i>Pc</i>
<i>People skills</i>
<i>2 - Performance appraisal training</i>
<i>Performance measurement</i>
<i>Performance skills</i>
<i>Personnel awareness and training</i>
<i>2 - Personnel management skills</i>
<i>3 - Personnel policies and procedures training</i>
<i>Plumbing</i>
<i>4 - Policies and procedures training</i>
<i>Politically correct vocabulary</i>
<i>Positive attitude</i>
<i>Positive feedback not just hearing what was not accomplish</i>
<i>Practice test sessions in class including in baskets</i>
<i>Priority delegation</i>
<i>3 - Problem solving training</i>
<i>Procedural training</i>
<i>4 - Procurement training</i>
<i>2 - Productivity management</i>
<i>Project management</i>
<i>Promote by time in service and military background</i>
<i>Promotional test preparedness dept. Sponsored</i>
<i>Proper & good use of judgment</i>
<i>2 - Public relations</i>
<i>3 - Public speaking and meeting facilitation skills</i>
<i>Recognition</i>
<i>Relating truthfully to all individuals on the job and always willing to share information that promotes productivity</i>
<i>2 - Resume writing skills</i>
<i>Rules and regulations</i>
<i>Safety training</i>
<i>Scheduling</i>
<i>Secretarial skills</i>
<i>Self-motivation (see #1)</i>
<i>Self discipline</i>
<i>Service to supervisors and county</i>
<i>Skill at processing correspondence effectively</i>
<i>Skills provided by dept. With no need to obtain at the employees expense, outside training</i>
<i>Small appliances</i>

<i>Solving interpersonal conflicts</i>
<i>Some sado-masochism</i>
<i>Speaking</i>
<i>Spread sheet training</i>
<i>Stagnant</i>
<i>Stay motivated about my job</i>
<i>Stop the backstabbing</i>
<i>Strategic planning</i>
<i>Stress management skills</i>
<i>Study skills</i>
<i>Superior field performance</i>
<i>7 - Supervisory skills training</i>
<i>System integration or how my dept. Can better communicate with other depts. To be more effective</i>
<i>Teaching</i>
<i>2 - Team building/meeting management/group dynamics</i>
<i>2 - Technical skills</i>
<i>Technician title</i>
<i>Test taking skills</i>
<i>The ability to work around incompetence</i>
<i>Think before you speak/don't be emotional</i>
<i>This will also depend on what the promotion on what the job requirement will entail</i>
<i>4 - Time management and communications</i>
<i>Time to go to school</i>
<i>To be challenged</i>
<i>To be more concern</i>
<i>To know every positions responsibilities and be able to act in that position at any time</i>
<i>To work after hours and do good work</i>
<i>Tone of voice</i>
<i>Track structure class</i>
<i>Training on complaint handling</i>
<i>Training on personnel policies</i>
<i>Training on policies & procedures. I've been kept in the dark for 15 yrs.</i>
<i>Trial - traffic (refresher)</i>
<i>Training</i>
<i>Tutoring to pass assessment center</i>
<i>Upper management skills</i>
<i>Vision</i>
<i>When a position is available</i>
<i>Willingness and ability to handle any extra work requested</i>
<i>Word processing</i>
<i>Writing grants</i>
<i>Writing in a straight line without a line</i>
<i>3 - Writing skills training</i>

Training Programs-1

SECTION – 8. Comments Q. 3. a. Based on the required skills indicated above, please list those training programs that would help you to maintain or advance in your position:
<i>1.b.c</i>
<i>100 % tuition reimbursement</i>
<i>A comprehensive medical training program taught by a physician (ideally w/some ocean experience) emphasizing protocol</i>
<i>A new system of promotions get rid of the old system "please"</i>
<i>Able to attend training outside the dept.</i>
<i>Advance writing course</i>
<i>ACA training</i>
<i>Acceptance of knowledge and experience instead of a college degree</i>
<i>Accredited MDC classes w/MDCC</i>
<i>Acquire better mechanical experience, which I already think I have</i>
<i>2 - ADA policies</i>
<i>Additional equipment</i>
<i>Additional training</i>
<i>Administrative skills</i>
<i>7 - Advance computer training</i>
<i>Advanced management techniques</i>
<i>Advanced training in all personnel aspects</i>
<i>Advanced training in project management</i>
<i>After work training. Too busy to teach myself computer applications during office hours</i>
<i>All available training either as a group or individual bases</i>
<i>All investigators should periodically attend homicide seminars, criminal invest.</i>
<i>All of the classes check under ind. Level in those sections</i>
<i>All the training is provided to maintain my job requirement and I have no desire to advance at my stage of my career</i>
<i>All training available at management level, personnel, budget and procurement</i>
<i>All training related to human behavior.</i>
<i>Although I was hired as a police crime analysis specialist eleven years ago, I have managed to do more and above my call of d</i>
<i>An opportunity to attend more computer classes</i>
<i>Analysis class</i>
<i>Any kind of professional skills training</i>
<i>Any kind of program</i>
<i>Any learned skill that will enhance my ability to deal w/peers and subordinates on an effective level</i>
<i>Any or all courses listed under supervisor training</i>
<i>Any program dealing with the above</i>
<i>Any training interacting with children</i>
<i>Anything that has been mentioned in the questionnaire in re: to my position and other fields that I might want t</i>

<i>Appropriate training programs to obtain the listed skills</i>
<i>Are we in Dade-county? The only training I know is ..brake your back training</i>
<i>As the ones mentioned for sup. Training</i>
<i>Assessment center training</i>
<i>Attendance performance</i>
<i>Attending out of state conferences</i>
<i>Bachelors degree</i>
<i>Basic supervisory training prior to promotional process</i>
<i>6 - Basic management skills training</i>
<i>Bernstein courses which you pay for out of your pocket (almost \$500) course</i>
<i>Better management training</i>
<i>Better stress management and computer training for the laptop</i>
<i>Better train mechanics</i>
<i>7 - Budget process</i>
<i>Business administration</i>
<i>3 - Business writing skills training</i>
<i>CAD applications</i>
<i>Can not advance</i>
<i>3 - Career development training-computer training-job training</i>
<i>CDL is most important at this time</i>
<i>Chain of command .how can I even voice my ideas?</i>
<i>Classes on fire tactics</i>
<i>Classes pertaining new status</i>
<i>Classroom training possibly after hours</i>
<i>Coaching would certainly help me acquire those skills and experiences necessary for promotion to the next level.</i>
<i>Code enf. cert class</i>
<i>College degree</i>
<i>Combat shooting/shoot/don't shoot scenario</i>
<i>4 - Communications and effective speaking</i>
<i>Completing forms training</i>
<i>Computer programs offered at training bureau, cross training done in office</i>
<i>Computer skills in the bldg and zoning area</i>
<i>Computer training in primavera</i>
<i>Computer training/GIS training</i>
<i>22 - Computer training skills</i>
<i>Computer troubleshooting</i>
<i>Concrete repair class</i>
<i>Confined space</i>
<i>2 - Conflict management</i>
<i>Constant drilling, constant updating of policies and procedures</i>
<i>2 - Continue professional education programs</i>
<i>Continuing courses in engineering</i>
<i>Continuous support for attending professional meetings, workshops and conferences</i>

<i>3 - Contracting skills</i>
<i>Control circuits training</i>
<i>Correspondence courses</i>
<i>Correct procedures to fulfill job duties in ?</i>
<i>Could get instructor by sect manager</i>
<i>CPR</i>
<i>3 - Critical thinking/problem solving</i>
<i>Cross-training</i>
<i>2 - Cross training and technical training</i>
<i>5 - Customer services training</i>
<i>D170 controller-timing and programming</i>
<i>Data base training</i>
<i>3 - Dealing with difficult people training</i>
<i>Defensive tactics-refresher</i>
<i>Departmental policy and procedures training</i>
<i>Detailed FAMIS training (not general)</i>
<i>Developing skills</i>
<i>Disaster training</i>
<i>5 - Do not know what type of training are available in order to choose</i>
<i>Driving</i>
<i>Education</i>
<i>Effective communication</i>
<i>Effective leadership</i>
<i>Effective public speaking course such as "toastmasters" or "dare Carnegie"</i>
<i>Employee to supervisor training</i>
<i>English</i>
<i>Ethics</i>
<i>Everything can be taken care of in-house here @ Metro-Zoo. Zookeepers are hostile towards formal training.</i>
<i>Excel</i>
<i>Expanded courses</i>
<i>Facilitate the training required to obtain the electrical license</i>
<i>4 - FAMIS training</i>
<i>Finger print tech.</i>
<i>2 - Finger print technical courses</i>
<i>2 - Firearms skills development</i>
<i>First aid</i>
<i>First line supervision</i>
<i>For someone to just give the small person a chance</i>
<i>Formal Spanish language training</i>
<i>Formal study training sessions for all levels of promotion</i>
<i>From supervisor to management there is a big list of courses or training programs that would help me advance in this agency</i>
<i>Further training and education on various craftsman fields</i>

<i>General customer service</i>
<i>General investigative training</i>
<i>General maintenance technology</i>
<i>2 - Go to school to get more education</i>
<i>Good public relations</i>
<i>Government accounting</i>
<i>Grant writing</i>
<i>Group dynamics</i>
<i>Hands on training-mentoring with the individuals who now hold these positions to gain the knowledge and expertise required to</i>
<i>Have no problem or refusal to attend updated training in the past</i>
<i>Have not observed training programs available for what I would like to expand my knowledge in chemical fires or accidents.</i>
<i>Have training on working as a team</i>
<i>Having policy/procedural manual pertinent to bus transit operations</i>
<i>I already have the skills needed but would like a hands on opportunity or exposure</i>
<i>I am currently taking courses</i>
<i>I am not aware of any of these course available</i>
<i>I am not aware of any such programs</i>
<i>I attended a training course on evaluations and it was very useful, but a refresher course would not hurt</i>
<i>I believe that a program should be allocated to all empl who wish to excel in their own dept before they get tested for posit</i>
<i>I do not see any advancement in any position as bus operator</i>
<i>I have registered for the Supervisor Program</i>
<i>I need an opportunity to utilize my earned knowledge skills and abilities along with my education to deliver efficient and</i>
<i>I need to learn all the programs the County has available to see which one I need</i>
<i>I will like to get training in any area that could be use for maintenance of building.</i>
<i>I would appreciate the opportunity to attend (item #1) on occasion.</i>
<i>I would like to know why a person in bus maintenance cannot become a traffic controller if her/she has the skills</i>
<i>Improved communications/relations skills</i>
<i>Improving warehousing techniques</i>
<i>In-depth training with and emphasis on: budget preparation and grant writing</i>
<i>In house training</i>
<i>In specialized classification, must pursue best training outside county resources. Faa/state and other</i>
<i>Increase the physical fitness program</i>
<i>Individual training</i>
<i>In-house training from criminalist II employees and supervisors</i>
<i>Initial job training</i>
<i>Interdepartmental communications i.e., Derm, Parks & Rec, Elect. Dept #1</i>
<i>Internal audit courses</i>
<i>Internal county procedural training</i>
<i>4 - Interpersonal skills training</i>
<i>Interviewing skills</i>

<i>Introduction to computers</i>
<i>Job skills training</i>
<i>Know people in the higher ?</i>
<i>Know the skills and rules of your position</i>
<i>Knowledge</i>
<i>Knowledge of forensic field</i>
<i>3 - Language training</i>
<i>Laser technological devices</i>
<i>Law courses at various subjects</i>
<i>Law enforcement</i>
<i>2 - Leadership skills</i>
<i>Learning how to develop and budget</i>
<i>Learning the procedures that apply to governmental accounting</i>
<i>Legal issues</i>
<i>Legal updates-should be quarterly</i>
<i>Library training from a reputable facility</i>
<i>Lifting techniques</i>
<i>2 - Line supervision classes</i>
<i>Mainframe application training</i>
<i>Mainly advanced technical training</i>
<i>Maintain belief in my faith and do unto others only what I would have them do unto me</i>
<i>Maintenance/repair</i>
<i>9 - Management skills training</i>
<i>5 - Management training</i>
<i>Mandate fair hiring practices</i>
<i>Master's degree</i>
<i>Mediation/conflict resolution</i>
<i>Meeting facilitation training</i>
<i>Miami-Dade management and financial college</i>
<i>Microsoft certified network engineer training</i>
<i>Microsoft word, data entry, lotus 123</i>
<i>More advance computer training & supervisor on personnel policies specially dealing with problems employees.</i>
<i>More attendance at meetings, seminars</i>
<i>More classes and schooling for the lower positions, instead of just schooling the supervisors</i>
<i>More classes offered so everyone has a chance to be trained not just one or two classes per year such as radar e.t.c.</i>
<i>More concern with supervisors</i>
<i>More electronic courses for everybody, not just a select few</i>
<i>More firearms training/public speaking</i>
<i>More hands-on computer courses designed to familiarize employees with computer tools to make our jobs more efficient and save</i>
<i>More hands on training and access to supervisor classes as a officer</i>
<i>More in department computer training</i>

<i>More incentives for promotion</i>
<i>More interaction with outside industry; county resources are sometimes limited.</i>
<i>More interactions with professionals countrywide.</i>
<i>More money for education/seminars</i>
<i>More training</i>
<i>More training in computers and electronics</i>
<i>More training programs with legal & personnel that give us a better understanding of the changing laws effect on the workplace</i>
<i>Motivation training</i>
<i>My job is governed by civil service, union reps, and dept reps. I have no idea how to advance myself in this system.</i>
<i>National center for state courts</i>
<i>Need to attend classes</i>
<i>Need typing speed</i>
<i>New equipm. Training</i>
<i>New equipment (factory or representative training)</i>
<i>New equipment/machinery</i>
<i>New tech used in our industry</i>
<i>No hope for advancement here no matter what I do.</i>
<i>No interest in training programs</i>
<i>No room for advancement</i>
<i>No steps-dead end job</i>
<i>None readily come to mind</i>
<i>None really, I myself just need to finish college, that is the only way that I can advance</i>
<i>Not applicable</i>
<i>2 - Not knowing what training programs are available in the above area</i>
<i>Not sure at this time</i>
<i>Not sure what is available</i>
<i>Nursing</i>
<i>Office management</i>
<i>Office procedures</i>
<i>Officer safety</i>
<i>OJT and required follow-up refresher courses in associated job assignment</i>
<i>OJT experience</i>
<i>On site college courses</i>
<i>On the job training while going to different sections at the airport</i>
<i>One cannot advance in a secretarial position. One would have to leave the clerical classification and obtain a bachelor's d</i>
<i>Only if classes could be held for learning the financial and budget process</i>
<i>Only way to advance is by knowing someone in power</i>
<i>OSHA regulation training (diving)</i>
<i>Osha training</i>
<i>Outside private tutoring only</i>
<i>Past job history experienced should be combined w/current experience along w/education in order to help</i>

<i>employees get promote</i>
<i>Pay money to outside assistance to pass assessment center</i>
<i>Payroll</i>
<i>2 - Pc computer training</i>
<i>Pc training languages</i>
<i>Peer group meetings</i>
<i>People skills</i>
<i>People with technical expertise for in hours training this would be most effective in generation going to gas operation from</i>
<i>Periodic stress and time management</i>
<i>Personal computer</i>
<i>Personal computer training-advance</i>
<i>Personal development courses</i>
<i>Personal duty & ambition to learn my dept. & not just do what is necessary to get my check.</i>
<i>4 - Personnel policies and procedures training</i>
<i>Phone</i>
<i>Planning presently offered for #2 only</i>
<i>Plumbing</i>
<i>Policies and procedures training</i>
<i>Policies/procedures review</i>
<i>Political</i>
<i>Positions seem to be handed out at the discretion of the asst. Dir. With no concerns for skills or abilities</i>
<i>Power building training</i>
<i>Preparing a budget</i>
<i>Problem solving classes</i>
<i>Procedural training program would be most beneficial to me</i>
<i>2 - Procurement training</i>
<i>Productivity management</i>
<i>Professionally oriented training towards obtaining PE, PG,PLS licenses</i>
<i>Programming courses</i>
<i>Programs on dealing with subordinates</i>
<i>Programs on the topics listed available through the County on private training programs</i>
<i>Promotional training course and exam and continuous training</i>
<i>Public relations</i>
<i>3 - Public speaking/writing</i>
<i>Qtt</i>
<i>Realistic promotional assessment testing</i>
<i>Recurrent training in statistical analysis, quantitative methods and research techniques</i>
<i>Refresher course/basic management skills</i>
<i>2 - Refresher training</i>
<i>Related training on computer to enhance my knowledge</i>
<i>Report writing</i>
<i>Requires one on one training</i>

<i>Resume writing</i>
<i>RID and TNT course</i>
<i>Safety</i>
<i>Safety training</i>
<i>Same as above</i>
<i>Saying "yes"</i>
<i>Schooling such as preparation courses given for journeyman and masters testing, given at local high school prior to testing d</i>
<i>Secretarial training</i>
<i>See above</i>
<i>SEFLIN workshop</i>
<i>Seminars</i>
<i>Seminars on federal HUD requirements as they relate to CDBG and HOME this would include networking with other similar entities</i>
<i>Seniority</i>
<i>Skill</i>
<i>Small group training & public speaking</i>
<i>Spanish</i>
<i>Spanish speaking language classes</i>
<i>Special equipment operations</i>
<i>Specific interview techniques</i>
<i>Stress management</i>
<i>Stenography and dictation</i>
<i>Strategic planning</i>
<i>2 - Stress management training</i>
<i>Study sessions</i>
<i>Successful job interview skills training</i>
<i>Successful job interview</i>
<i>Supervisor training(strategic planning & productivity management)</i>
<i>15 - Supervisory skill training</i>
<i>Support from personnel</i>
<i>Take course on how to speak Spanish</i>
<i>3 - Technical skills training</i>
<i>Technology is in full advance and we need training</i>
<i>Test preparation</i>
<i>The ability to study for positions that are not presently available</i>
<i>The EDI program previously offered by my dept., but recently canceled by the director</i>
<i>The list given in this survey serves as a guide for this dept.</i>
<i>The only advance which I can look forward to, is to get and pay for my own education at an accredited college there is a very</i>
<i>The only advancement is to become a supervisor and receive all the certification that is needed</i>
<i>The six listed in one and two above.</i>
<i>The skills and or training listed are severely lacking in this metro-rail maintenance facility</i>
<i>2 - Time management training</i>

<i>Time sharing</i>
<i>To at least complete the 6 basic core courses of which I only took 4 to get my supervisor certification then continue w/other</i>
<i>To be promoted, my Director needs the skills. Not me!!!</i>
<i>To take a follow up training in managerial skills</i>
<i>Too bad I am not younger in retirement-I will go to college</i>
<i>Training for supervisor</i>
<i>Training for the above</i>
<i>Training in community development revitalization trends and practices.</i>
<i>Training in computer and electronic training</i>
<i>Training in personnel policies & procedures</i>
<i>Training in understanding other depts. Problems</i>
<i>Training on communication</i>
<i>Training on cultural differences</i>
<i>Training on FAMIS and other programs in the mainframe would make it easier for me to function in my present position</i>
<i>Training on maintenance of new equipment before going into service</i>
<i>Training on personal computers</i>
<i>Training program for - micro soft word</i>
<i>Training program that would introduce incentive or facilitate to staff members the MLS degree</i>
<i>Training programs</i>
<i>Training programs in social work</i>
<i>Training programs not widely available</i>
<i>Training programs that will give employees more or less of an even chance of doing well on interview</i>
<i>Training resources/career develop./performance appraisal training</i>
<i>Trash truck I or II training</i>
<i>Training on new products</i>
<i>Training program on auditing and computers.</i>
<i>Training program to allow access to participate on steering comm., projects and policy preparation</i>
<i>Training updated every two years</i>
<i>Tuition reimbursement program changing from 50% to 100%</i>
<i>Under water diving certification</i>
<i>Understanding Federal income tax forms</i>
<i>2 - Unknown the training programs available</i>
<i>Use of computer</i>
<i>Voluntary Spanish lessons</i>
<i>Waste of time for me</i>
<i>Web development</i>
<i>2 - Word processing training (Microsoft word, lotus AmiPro)</i>
<i>Word processor internet searching</i>
<i>Writing grants</i>
<i>2 - Writing skill classes</i>
<i>You tell me about/what else do I need</i>

Training Program-2

SECTION – 8. Q. 3. b.
<i>College courses</i>
<i>In order to have some input to help</i>
<i>2.A.B</i>
<i>Abds</i>
<i>Administrative training</i>
<i>Advance data base</i>
<i>Advanced court English vocabulary</i>
<i>Advanced instructional techniques</i>
<i>Advanced writing</i>
<i>APEX</i>
<i>Applications pertaining to job descriptions for each dept.</i>
<i>Assessment preparation</i>
<i>Assign clerical employee to assist with reports and records</i>
<i>Assistance for/guidance. Counseling on site for degree seeking program</i>
<i>Auto cad enrichment training</i>
<i>Awareness</i>
<i>4 - Basic management skills training</i>
<i>Be fruitful and able to cover for sick/absent employees</i>
<i>Better understanding of disciplinary process</i>
<i>Blood borne pathogens</i>
<i>Brake systems for some</i>
<i>7 - Budget training</i>
<i>Business management</i>
<i>4 - Business writing skills training</i>
<i>Career development training</i>
<i>Change my schedule of work in the steering wheel</i>
<i>Classes in word perfect</i>
<i>Classes on emergency operation</i>
<i>Coaching employee development training</i>
<i>College setting</i>
<i>2 - Communication skills - how to deal w/the difficult employee (fellow worker supervisor)</i>
<i>Complete the BA</i>
<i>Component training-circuit boards</i>
<i>Computer and vehicles</i>
<i>Computer programming</i>
<i>Computer training on inventory</i>
<i>13 - Computer training</i>
<i>3 - Conflict management training</i>
<i>Contract management</i>
<i>2 - Contracting training</i>

<i>Course in public speaking</i>
<i>Courses & any other that will enhance their skills</i>
<i>Courses offered by the County which I haven't had the opportunity to attend.</i>
<i>CPR</i>
<i>Crash investigation courses</i>
<i>Create policy towards better service</i>
<i>4 - Critical thinking/problem solving training</i>
<i>Cross training</i>
<i>Data base training</i>
<i>Data entry training</i>
<i>2 - Dealing w/difficult peolpe/trng (public)</i>
<i>Defensive tactics</i>
<i>Degree</i>
<i>Department policies & procedures trng</i>
<i>Departmental budget training</i>
<i>Detailed budgeting (to advance apprv from comp for my reclass requested two years ago after being an admin serv for two years</i>
<i>Digital/video compression training</i>
<i>3 - Discipline and counseling training</i>
<i>Educational to atternd class</i>
<i>Electrial</i>
<i>Electronic equipment</i>
<i>Employee relations</i>
<i>2 - Equipment operation, general safety awareness</i>
<i>Facility preventive maintenance</i>
<i>Factory training</i>
<i>FAMIS/ABDS training</i>
<i>Firearms inspected certification</i>
<i>First aide (CPR)</i>
<i>First ROSPOWDER</i>
<i>Follow up training</i>
<i>FTO classes</i>
<i>General customer service</i>
<i>General programs</i>
<i>General safety awareness training</i>
<i>Good communication btwn command at all levels</i>
<i>Grant writing</i>
<i>Grant writing workshop</i>
<i>Group work</i>
<i>Have trng on internal and external customers</i>
<i>Hazmat/hazwoper</i>
<i>Health upkeeping due to stress</i>
<i>How to be diplomatic</i>

<i>How to deal w/people in a multi-racial/bilingual community</i>
<i>How to work w/a group, as a member or a leader</i>
<i>How to write accident reports/communication</i>
<i>Human resources</i>
<i>I believe that organization's success is in the employees' desire to serve. Management should implement programs to cultivate a good environment.</i>
<i>Improvement of computer skills</i>
<i>In house training</i>
<i>Increase the amount of scenarios</i>
<i>Internal county personnel policies and procedures</i>
<i>Internship</i>
<i>Interpersonal skills-human diversity course</i>
<i>4 - Interpersonal skills training</i>
<i>Job interview</i>
<i>2 - Job skills training</i>
<i>Knowledge of payroll and personnel procedures</i>
<i>Language/comm training</i>
<i>Law courses or assignment to state att: office for 3 months of advance training</i>
<i>Leadership training</i>
<i>Learn step by step the procedures on processing</i>
<i>Lifting technique</i>
<i>Listening</i>
<i>Love for job</i>
<i>Mainframe skills</i>
<i>Make all listed trng mandatory</i>
<i>7 - Management development skills training</i>
<i>Mandatory reviews of policies & procedures other than 1 yr sign offs.</i>
<i>2 - Medical knowledge</i>
<i>Micro processor workshop</i>
<i>Microsoft certified network administrator training</i>
<i>More advanced survival classes</i>
<i>More skills required to do the same job</i>
<i>Need increase computer skills</i>
<i>New innovations and technology to apply to our equipment</i>
<i>New technology training</i>
<i>Not complaining</i>
<i>Not paying for outside help</i>
<i>Offer supervisory core block classes to non supervisory persdonell</i>
<i>On job training</i>
<i>Organization skills</i>
<i>P.E. Certification Training</i>
<i>PAR training</i>
<i>Past and implications</i>

<i>People skills how to interact with other employees</i>
<i>Performance appraisal training</i>
<i>Performance appraisal trng/budget development trng</i>
<i>Performance assessment/conflict</i>
<i>Performance evaluation procedures skills</i>
<i>Performance management/ethics</i>
<i>2 - Performance measurements</i>
<i>PERS policies</i>
<i>5 - Personnel policies and procedures training</i>
<i>Physical fitness</i>
<i>Planning</i>
<i>Policies & procedures</i>
<i>Policies and procedures</i>
<i>Problem solving</i>
<i>Procedural training</i>
<i>Procedural trng contracting</i>
<i>Procedural trng/promotional preparation trng</i>
<i>Procedural</i>
<i>Procurement process</i>
<i>Procurement process and contracting</i>
<i>Procurement process contracting</i>
<i>Procurement training</i>
<i>Productivity analysis</i>
<i>Productivity management</i>
<i>Programming</i>
<i>Project management</i>
<i>Proper effective training programs applicable to all 3 programs listed in section 8</i>
<i>Proper preparation and training</i>
<i>Public relations</i>
<i>4 - Public speaking training</i>
<i>Quality writing</i>
<i>Re: terrorism whoever, for officers that haven't been to trng classes which I have been to as an officer the dept needs to expand on trng classes involving more w/what the officers handle</i>
<i>Reading and interpreting legal documents, such as leases, etc.</i>
<i>Recurrent training in policies and procedures used in budget preparation</i>
<i>Refresher courses</i>
<i>Refresher courses for supervisor training</i>
<i>Request approval</i>
<i>Resource management</i>
<i>Resume skills and interviews</i>
<i>Safety training</i>
<i>School incorporates above trng</i>
<i>Small chance of advancement w/in the ranks of a bus operator</i>

<i>Software</i>
<i>Speaker training</i>
<i>Specialized task trng</i>
<i>Specialty training out of county</i>
<i>Spread sheet training</i>
<i>Stope recycling buses back in service, w/out being serviced</i>
<i>Strategic planning</i>
<i>Strategic planning/critical thinking</i>
<i>Strategic planning/performance measurements</i>
<i>Street level narcotics</i>
<i>2 - Stress management training</i>
<i>Study material mandatory training</i>
<i>2 - Supervisor training</i>
<i>Supervisors systematically withhold next level training to certain individuals; even if those individuals have the desire, knowledge, background, and performance ratings.</i>
<i>2 - Team building</i>
<i>Tel./taking messages, tone of voice</i>
<i>The crash course I am now privileged to attend at Lake Side Towers on building maintenance being instructed by Mr. Bruno</i>
<i>The six listed in one and two above.</i>
<i>4 - Time management training skills</i>
<i>To expand in other areas, and this opportunity is not given to bus opearators</i>
<i>Tools such as MS project</i>
<i>Training</i>
<i>Training for supervisors that addresses alternative to discipline of a subordinate for public inmate</i>
<i>Training from ITD (cty computers & data bases)</i>
<i>Training in microsoft</i>
<i>Training in the dept. Overall functions is also essential for advancement</i>
<i>Training on complaint handling</i>
<i>Training that would enable staff to obtain administrative positions</i>
<i>Trng on new equipment</i>
<i>Typing classes</i>
<i>Understanding and using personal computers</i>
<i>Unix development</i>
<i>Utilizing e-mail system in county</i>
<i>Vocational session w/see #2</i>
<i>Water treatment process technology</i>
<i>We are public servant! Correct?</i>
<i>What's new concerning computers hardware and software</i>
<i>3 - Word processing training</i>
<i>Work org.</i>
<i>3 - Writing skills training</i>
<i>Yearly career refresher course</i>

Training Program-3

SECTION – 8. Q. 3. c.
<i>A basic supervisory and computer skills</i>
<i>A budget development class that has the group create a budget, deal w/priorities</i>
<i>A real "mentoring" program- not one based on who you know!</i>
<i>A/c portable recovery system</i>
<i>Abds training</i>
<i>Ada</i>
<i>Advance telephone</i>
<i>Advanced hands on classes on updated equip. that are used to do micrographics or getting into imaging of documents</i>
<i>Advanced internet workshops/mgmt classes</i>
<i>Advanced professional training</i>
<i>Advancement skills</i>
<i>Agent training</i>
<i>Always be aware of new rules and regulations</i>
<i>An additional language</i>
<i>Any leadership training</i>
<i>Appreciation for a job well program "employee of the month, etc."</i>
<i>Attendance</i>
<i>Auto cad training</i>
<i>Automated budget training</i>
<i>2 - Basic management skills</i>
<i>Bathing techniques</i>
<i>3 - Budget writing training</i>
<i>2 - Business writing skills</i>
<i>CADD, drafting, etc.</i>
<i>2 - Career development training</i>
<i>Child group activity training</i>
<i>Classes in lotus</i>
<i>Coaching/employment training</i>
<i>College courses</i>
<i>College credit for attending</i>
<i>College credits for experience</i>
<i>Communication for problem solving</i>
<i>Communications (e-mail, etc.)</i>
<i>11 - Computer skills training</i>
<i>4 - Conflict management training</i>
<i>Contract negotiation</i>
<i>Contract writing skills</i>
<i>County code & ordinance training</i>
<i>Courses in financial management</i>
<i>Criminal law updates</i>
<i>2 - Critical thinking/problem solving training</i>
<i>3 - Cross training</i>
<i>Customer service</i>
<i>2 - Database training</i>
<i>Dealing w/difficult people</i>
<i>Departmental policies and procedures trng/assessment cntr trng</i>
<i>2 - Discipline counseling/interpersonal skills</i>
<i>Effective listening training</i>
<i>Electronic courses</i>

<i>3 - Employee relations and procedures</i>
<i>Engineering economics</i>
<i>Equipment</i>
<i>Ethics training</i>
<i>Experience</i>
<i>Fair employment practices</i>
<i>Family medical training</i>
<i>FAMIS & grant writing</i>
<i>Finance management</i>
<i>Financial management and information system</i>
<i>General cust. Serv. Trng on compl handling</i>
<i>General customer serv</i>
<i>General management skills</i>
<i>God</i>
<i>Government/county procedures compared to private industry</i>
<i>3 - Grant writing, contracting</i>
<i>Handling difficult people</i>
<i>Have more effective & creative ways to allow officers to conduct personal business W/O calling sick/unschedule day off.</i>
<i>Have the county supply trng so everyone has a fair chance</i>
<i>Have trng on customer service</i>
<i>High speed transmission training</i>
<i>How to handle difficult people</i>
<i>How to treat others</i>
<i>How to write grants</i>
<i>I would like management to tell us what's going on; so we can prepare for the future and set realistic goals</i>
<i>Intercultural sensitivity training</i>
<i>2 - Interpersonal skills training</i>
<i>3 - Interviewing training</i>
<i>Job procedures/sop/aos</i>
<i>Job requirements</i>
<i>Job skills training</i>
<i>Judges procedures</i>
<i>Knowledge of departmental policies & procedures</i>
<i>Learn to kill my stress from getting in daily basis</i>
<i>Listening skills</i>
<i>Mainframe application (using PTXA)</i>
<i>Make decisions for future development in our equipments and dept. We will need good communication skills</i>
<i>3 - Management skills</i>
<i>Managing priorities</i>
<i>Meeting</i>
<i>More customer services skills</i>
<i>More education</i>
<i>More steel level fighting trng</i>
<i>Neatness training</i>
<i>New investigators should attend the relevant investigative schools & seminars as soon as possible after being assigned to the</i>
<i>Not letting things go</i>
<i>Offecer survival</i>
<i>Offered computer classes</i>
<i>Office skills</i>
<i>OJT hands on training</i>
<i>Ongoing professional trng w/see #2</i>
<i>Oracle master developer trng/certification</i>

<i>Other related courses pertinent to performing as a certified professional</i>
<i>Painting</i>
<i>Paralegal training re:collection</i>
<i>Payroll and attendance training par</i>
<i>Performance appraisal training</i>
<i>Performance measurement training</i>
<i>Performance measurement, team building and critical thinking</i>
<i>Personal computer application development training</i>
<i>Personnel & management skills</i>
<i>4 - Personnel policies training</i>
<i>Plan processing</i>
<i>Policy and procedure training</i>
<i>Prepare supervisors adequately</i>
<i>Previous person doing what I am doing was an AO2</i>
<i>Problem solving training</i>
<i>Procedural training</i>
<i>Procedural training(FAMIS,ABDS)</i>
<i>Productivity management training skills</i>
<i>Property management training</i>
<i>Psychology/logic courses</i>
<i>2 - Public relation/resume writing skills</i>
<i>Public speaking</i>
<i>Recruite employees that want and love the job they would be doing</i>
<i>Rules and regulations</i>
<i>Safety training</i>
<i>Satisfaction in a job-well done</i>
<i>Seminars</i>
<i>Skills provided by dept. With no need to obtain at the employees expense, outside training</i>
<i>Speed reading</i>
<i>Spreadsheet training by the county.</i>
<i>Strategic planning</i>
<i>Stress management</i>
<i>Structural maint. Tech.</i>
<i>4 - Supervisory skills</i>
<i>2 - Team building skills</i>
<i>Technical support</i>
<i>Technical training</i>
<i>The art of politics</i>
<i>The six listed in one and two above.</i>
<i>3 - Time management/project planing</i>
<i>Tips on public speaking/how to solve conflicts</i>
<i>Track inspection class</i>
<i>Train or inform the public of who, what, when, and why procedures and guidilines are generated</i>
<i>Training at squad level</i>
<i>Training in new techniques and materials</i>
<i>Training programs with the latest methods in our job field</i>
<i>Training received is limited to duties performed</i>
<i>Vb development</i>
<i>Worked with different groups during last 13 years</i>
<i>Working around difficult people</i>
<i>Writing grants</i>
<i>Writing proposals</i>
<i>3 - Writing skills</i>

Other Comments

SECTION – 8 Comments Q. 4.
<i>Successful job interview, budget development/process, computer training.</i>
<i>Time management</i>
<i>I am at the highest civil service rank I can earn on my own. Opportunities for advancement beyond my current position are based on considerations beyond my control</i>
<i>I have not been exposed to any information concerning job performance</i>
<i>I need to work on my writing skills, therefore it would improve my confidence</i>
<i>I would appreciate any technical training or computer training that would give me a shot at other jobs within my dept. Or any other county jobs</i>
<i>#2 will allow me to be promoted to the next level</i>
<i>Critical thinking and performance measure training</i>
<i>Training on dealing with difficult people</i>
<i>Waiting, and public speaking skills</i>
<i>Staff selection training</i>
<i>1. Within a reasonable period of time, publish the results of this survey on the Intranet followed by a plan of action. 2. Do not wait to "smooth out a plan". A "rough" organizational training plan that makes sense is better than no plan at all. 3. This</i>
<i>90% of the position in this office has been decided before interview begin. People promoted are not qualified & have very poor attendance records, which puts a great burdens on those who attend their jobs constantly</i>
<i>A better manager can make a difference</i>
<i>A panel of people interviewing one person for a promotion can be intimidating. Whatever happen on one to</i>
<i>Advancement within the dept lately more difficult for those employees that can speak Spanish. It is however not the same for those that cannot speak English . The County would be more efficient if the rules and regulations were the same across the board</i>
<i>Agencies must have same level</i>
<i>All support staff in the county should be scheduled for grammar courses</i>
<i>A lot of areas in training may not be offered by this Dept.</i>
<i>Anyone should be able to go to training w/o red tape.(some member of the chain of command are sometimes obstacles)</i>
<i>As the zookeepers are more specialized, I don't think may training exercises apply to them and formal training seems like a farce.....informal training on-the-job seems more effective.</i>
<i>Better exposure to other organizations thru seminars, conventions. County needs to offer support to employees interested in attending conventions.</i>
<i>Biggest problem we have on our routes, is schedules, they are out dated and creates stress and conflict between employees and passengers</i>
<i>Budget arrangements and changes in policies should be implemented in order to provide promotional opportunities to qualified people. Those of us who have to wait until someone "dies" or "retires" in order to create an opening will really appreciate and w</i>
<i>Budgetary constraints do not allow us to attend seminars.</i>
<i>Bureaucratic structure of county administration stifles individual motivation and initiative. There is very little or few vehicles/ways for the individual to communicate ideas/suggestions to the decision makers</i>
<i>College courses should be a part of the county benefit package</i>
<i>Constant technology input</i>
<i>Corrections should not be biased</i>
<i>County needs a large management training program</i>
<i>County needs to put people in management position who are capable of handling those areas, instead e have person's who don't have a clue about what's going on</i>
<i>County should develop flexible work hours and reduce commuting time</i>
<i>County should make better use of qualified employees</i>
<i>County should promote from within based on merit, not on who you know.</i>
<i>County, in my view gives good training in safety, hurricane, accident, OSHA, first aid, fire and so on in this category. I think we need more hands on, new, or hi-tech training on new equipment that is being installed in the</i>

<i>system today. Also up to date</i>
<i>Create a training position for Miami-Dade</i>
<i>Cross-training opportunities should be introduced at my level</i>
<i>County makes difficult for employees interested in promotion to move up by not allowing training with only manager approval as well as external training on County time.</i>
<i>County must hire people with proven knowledge & experience not based on political, friendship, or convenience of Dir. Or supervisor.</i>
<i>Dept. Directors should listen to the employees' needs</i>
<i>Dept. Need new computers</i>
<i>Desperately in need of better working environment and equipment to perform job assignments</i>
<i>Due to work load and other priorities have not been able to attend any training courses.</i>
<i>Education is key</i>
<i>Ethics</i>
<i>For me professional training is an on-going process. Building skills and improving performance can always be enhanced. County sponsored training is always a welcome addition to the training I undertake personally.</i>
<i>For the police dept -generally the training provided is excellent. The personnel in training consistently provide effective & current programs the biggest need I see is for more comprehensive info on bio-terrorism</i>
<i>Fortunately the library supervisors have attended the County's supervisory training classes</i>
<i>Frankly, not interested, I have university studies and that is enough for me</i>
<i>General customer service</i>
<i>General fund departments are at a serious disadvantage given fiscal constraints and cost of training</i>
<i>Getting ready to retire</i>
<i>Give the opportunity to visit other countries in corrections to see how they operate</i>
<i>Great job Michael</i>
<i>Have Spanish language taught to employees</i>
<i>How to prepare a budget</i>
<i>I'm very grateful to the County to give me the opportunity to work for so many years serving my community</i>
<i>I already hold 3 AA degrees, business mgmt degree and bachelor's degree. Need training on writing skills</i>
<i>I am not sure if my dept. Offers any training listed</i>
<i>I am not sure this survey provide enough guidance on how to respond. Are you trying to ID programs offered internally by dept. Or by the county generally? This is very complicated. My recommendation : a county this size should have a well articulated a</i>
<i>I am very happy to participate in this survey, I hope my answers will be helpful and reflected the feelings an average County employee</i>
<i>I am writing to be trained in whatever areas needed to become a better employee for advancement</i>
<i>I believe our training is too little, too late. You can learn how to shoot one time a year. You cannot gain expertise in a field force going once every two or three years.</i>
<i>I believe that the MDPD is very supportive in terms of both providing in-service training and allowing its members to travel to out-of-town training.</i>
<i>I believe the dept has good training courses most are based on liability issues. High morals and values are needed</i>
<i>I didn't answer the questions of training because I haven't had the chance to go</i>
<i>I do not think this survey pertains to my job on a whole. Some things apply and I answered as best I could. Most do not apply to my job classification and duties.</i>
<i>I have #1 seniority, #2 knowledge, #3 experience, and maybe luck</i>
<i>I have a technical position as a risk management coordinator, which...related insurance problems i.e. Liability. There is no one with the same job functions and it is very difficult to determine what training or skills I need to be promoted.</i>
<i>I have answered these questions as they pertain to non-sworn personnel in the police dept.</i>
<i>I have been to good training courses at the firearms range with instructors outside this dept., it may be costly to get numerous officers to also have access to this training but I found it extremely beneficial as well as developing contacts for assistance</i>
<i>I have been to many training classes to improve my skills and abilities but too often I have observed that some employees will not participate because they feel that they do not need improvement. Other employees however will attend these classes just to</i>

<i>I have been very disillusioned because of a rejection by compensation of a re-class of my position</i>
<i>I have been working for the County for the past 23 years maybe that this survey brings me the chances to be promoted.</i>
<i>I have enjoyed my training look forward to more training in the future</i>
<i>I have found without proper training, employees are reluctant to perform certain tasks due to lack of confidence.</i>
<i>I have taken the supervisory training program, unfortunately, many of the classes consisted of the instructor reading us the handouts. The content in time allowed needs to be expanded so that we may have chance to apply and test what we are being taught.</i>
<i>I have the qualifications for advancement within this organization</i>
<i>I honestly believe that the Cnty spends its money on training in areas that are not needed and don't provide enough training in others</i>
<i>I honestly feel that Cnty hiring and promotion policies are primarily based on who you know, not what you know</i>
<i>I hope all my opinions will be kept confidential</i>
<i>I like to continue improving myself</i>
<i>I myself was in computer operations, before becoming a bus operator</i>
<i>I pride myself with having excellent people skills. With my recent schooling one message surely came across. People skills will be a talent that is needed in a well run org.</i>
<i>I remember when all these areas were offered to County employees for improvement and advancement. Thank you.</i>
<i>I suggest there should be more procurement training specially on contracts</i>
<i>I suggest training on writing, work manuals which is not included in the surveys</i>
<i>I think that a training program should be put in place to motivate the employees and offer them some incentive to want to improve. An outside motivational speaker could come in to address the critical areas of the dept.</i>
<i>I think the County is a great place to work force, feel fortunate to work w/the fire dept</i>
<i>I understand that some of the training offered by the County matches some items I said no and strongly disagree. There are enough individuals in our dept that could benefit from training that I have heard about thru others.</i>
<i>I was a human - race relations facilitator. More on ethnic and human relations are needed for the knowledge of many. Especially on this job.</i>
<i>I will retire in this position I now hold. Perception is it's not what you know or learn, It's who you know or how much you screw up (in the spotlight) that get's you moved up.</i>
<i>I will suggest to look for a change in the way the evaluation system is being done. With the actual evaluation system there is not a way to find out which person is more interested in doing a better job or more knowledge or willing to accept more challenge</i>
<i>I would like to share my project "</i>
<i>If general training is offered, it's not publicized well enough. Training schedules must be requested. Budget limitations, limit training. The training is very sporadic.</i>
<i>If there are any, please make information available</i>
<i>In general at present time, our office is open and willing to offer help in completing our duties</i>
<i>In my department the training is limited to clerical personnel. Officers get to attend all of the training courses that are offered. I do not understand it. Non-sworn personnel are always exempt.</i>
<i>In order to improve the performance of officers, more support is needed from the dept. And county as well as better ...?</i>
<i>In the columns that relate to offered, attended and effective some of them have been left blank unknown if the class was given</i>
<i>Information regarding available training should be more readily available</i>
<i>Instructment department belongs to electrical department. I have no chance of promotions as long as this remains.</i>
<i>Interviewing obstacles</i>
<i>It appears to me that we are drifting from our primary responsibilities as employees and that is good quality effective service to the community, we should get back to basics</i>
<i>It has always been my belief that the first line supervisors have too much paperwork to do. Why are we doing payroll? Training stats? Could not someone put the daily info into computer to track all stats?</i>
<i>It is my intension to retire next year and I do not need any more training to do semi-skilled laboring. If I was much younger I would take up management</i>
<i>It is nice to see promotion from one ethnic group Barbara Jordan</i>

<i>It will be helpful for my dept. To have stress management training</i>
<i>It will take more than training to enable the people who most directly influence the people doing the actual work of the county in the performance of their jobs</i>
<i>Let qualification prevail over "who you know" when promoting</i>
<i>Like to have access to library of info at department that could loan out videos, training kits and etc-to help make materials available when we can best review them. Pc based cd rom programs-training, info.</i>
<i>M-rail & its maintenance & support div deserves at best a D in recognizing implementing & establishing a comprehensive jobs training prog. the absence of qualified & knowledgeable instructors are also a reflection of this depts priorities</i>
<i>Maintenance are not allow to attend classes because they are for upper management</i>
<i>Make all employees aware of training opportunities as a suggestion a set amount of training per year.</i>
<i>Make the promotional process fair and change the score distribution</i>
<i>Management in my dept. Needs to more clearly state job responsibilities, expectations and performance measures for me to effectively perform my job and advance</i>
<i>Management must be willing to make changes</i>
<i>Management needs to be trained to organize and prioritize jobs. If a certain project needs to be completed be a certain time, workers need to be informed.</i>
<i>Managers, supervisors should be able to give suggestions on what training their staff needs</i>
<i>Many of the questions imply that training is available on those areas, information about this has not been readily apparent to me.</i>
<i>Many programs are offered in our department, but due to our classification the training is denied because it is not job related. Unfortunately, this does not give us the skills needed for advancement.</i>
<i>Many, if interested ask</i>
<i>Master's degree program for county employees</i>
<i>MDPD has been very supportive. I have taken various law courses, a public speaking course, and supervisory skills course.</i>
<i>MDPD is inefficient and does not provide its citizenry w/an acceptable level of police service by today's standards.</i>
<i>Meaningful training programs will make better workers in our dept. Over the years we have had only cosmetic training</i>
<i>Merit (work history) seems to have no bearing on promotions in our dept. Educational and promotional testing alone do not guarantee a good supervisor. An employees work history should be the most important factor in promotions</i>
<i>Miami-Dade training offered and mandated is second to none, have always had good instructors and needed equipment. The dept. Appears to strive for the most information prior to problems developing.</i>
<i>More computer & computer training is needed in our office.</i>
<i>Most interviews are a farce since most positions already have an applicant who has been pre-approved by a supervisor</i>
<i>Most of the questions needed answers to read both individual and dept. People need to understand the job they have is not a gift and they are here to work, exempt status may motivate people to give their all in a job.</i>
<i>Move county sponsored education program needed for every trade inspector</i>
<i>Mr. Stierheim, I do not know you in person, but I know of you and your record is good. Dade can only do good with you as our County Manager. Sir God Bless.</i>
<i>My department needs to send workers to school for advancement and better skills</i>
<i>My dept. Does not promote training. All training should be readily available without ? Mandatory where applicable</i>
<i>My dept. Has training courses but because they are on pc's and not hands on, are not as effective</i>
<i>My dept. Needs to identify the weak points of specific clerks</i>
<i>My job requires to be updated in many issues that aren't covered in regular County business. there isn't many opportunities to attend conferences & seminars relevant to our research projects.</i>
<i>My opinion of training prog. offered by the Cnty is that there are adequate. I believe ea dept is responsible for providing a quality training prog. to deal w/func and proc unique to its operation and purpose.</i>
<i>My position and classification is a specialty which in no way relates to other county positions</i>
<i>My skills and knowledge is not good enough to get the job</i>
<i>N/a</i>
<i>Need increase in salary</i>

<i>Need more opportunity within current classification to be promoted</i>
<i>Need more training sessions. I can not remember when it was the last time I went to training</i>
<i>Need quality officers</i>
<i>Need the proper current equipment required to ascertain safety of location</i>
<i>New employees need skills on #1</i>
<i>No</i>
<i>No effort by the dept. To continually train its employees</i>
<i>No known promotional opportunities available</i>
<i>No on in this dept knows about Macros. This would certainly help all clerical workers.</i>
<i>No politics in job performance</i>
<i>No time to finish this survey. Need more that 1/2 day to complete properly</i>
<i>None of the question were answered in the survey</i>
<i>Not able to put his degree into use.</i>
<i>Not aware of any training that is being offered</i>
<i>Not interested in getting promoted</i>
<i>OCED does not offer training opportunities or promotional opportunities to employees in general. There is no flow of information related to training, education or improving skills</i>
<i>Offer literature on training and courses available</i>
<i>Offering courses is great, but getting the same time to go is difficult. Managment 'll tell you that everyone is afforded the opportunity to go. This is not true.</i>
<i>Office budget for training should be equally distributed. We are allowed one or maybe two classes while few schedule as many as they need.</i>
<i>On the job Spanish language skills training</i>
<i>Opinion given approximately half hr of exercise time would keep a police officer in better physical condition resulting in less on the job injuries, law suits and overall safety of the officer</i>
<i>Our dept provides no serious training from initial coming on. Employees are on their own resources and supervisors are often more ignorant than the employees.</i>
<i>Our dept. Has not enough training</i>
<i>Our dept. Only give a safety film once a yr (same one each yr) for its employees, while it offers training for outside personnel. It does this to generate income, the bottom line</i>
<i>Over all MDPD provides adequate general training. What is lacking is continued training in specific law enforcement /investigative areas. A training program specific to those wishing to enter into specialized investigative units should be implemented.</i>
<i>Overall I feel I have grown professionally because of training by my immediate supervisor, as well as, supervisory training</i>
<i>Overall improvement in the dept you work in</i>
<i>Overall, the police dept has offered excellent training to its employees. At one time, we were able to attend schools out of st., but is seems to have diminished. I don't know if it is because of budget constraints or not. I have been satisfied w/our dept</i>
<i>Perhaps FIU in conjunction with Dade county can offer courses at work</i>
<i>Please provide feedback on results. Let me know what decisions/conclusions were made</i>
<i>Politics should stay out of the hiring process</i>
<i>Presently in litigation with Miami-Dade county, reference their compliance with Florida state statute-regional training</i>
<i>Presently taking different courses. How can I utilize my new skills to better serve the county?</i>
<i>Previous administration not supportive</i>
<i>Problem with management section. management training required.</i>
<i>Procedures and rules change refresher courses in County policies are very valuable to be kept inform of new laws, etc. Procedures change frequently and employees need to be kept informed. More in-house training would be very beneficial.</i>
<i>Promotional testing should be changed to a real test of knowing material studied, rather than double negatives used to trick or confuse the person. A person may know the answer but with the wording of the question answers are wrong. Also a larger % of pr</i>
<i>Promotions should be based on previous job performance and leadership skills not on test-book answers</i>

<i>Proud to be a part of Miami-Dade Police Dept.</i>
<i>Provide supervisor training</i>
<i>Racial and gender discrimination exists within the corrections dept.</i>
<i>Random drug testing should be customary in every emergency service dept in the county</i>
<i>Refreshers on county policy changes would be a good idea for all supervisors</i>
<i>Rules and procedures should apply to all</i>
<i>See enclosed/black history month essay contest</i>
<i>So many training programs resolve around, or are created to circumvent civil liability that eventually all training as to reassign liability, to employee. County trains in management skills, but then managers do what they want, regardless of county policy</i>
<i>Some of the courses are only for sworn. They should consider the civilians too.</i>
<i>Some of the material offered in refresher courses I have attended was not relevant</i>
<i>Some staff need motivation to realize these training are pertinent to performance</i>
<i>Spanish course offered & approved by chief. Supervisor & oic demanded to discontinue the class. The demand was over wrote and the chief & I finished the class but not the course</i>
<i>Stress mgmt skills/training is very imp. Sups. And staff need improve relations/comm. Skills training. Staff needs a resource for guidance as situations and needs arise. Staff needs to be trained informally when asked to take on more advanced work.</i>
<i>Supervisor training should be required for all supervisors</i>
<i>Supervisors and managers need to attend periodical training sessions to update their knowledge</i>
<i>Survey is a great idea, thank you for letting me participate</i>
<i>Survey is too long and not specific enough for the Fire Dept.</i>
<i>Team building, sexual harassment policy training, ethics</i>
<i>Thank you</i>
<i>Thank you for selecting me</i>
<i>Thank you for the opportunity to participate in this assessment survey.</i>
<i>Thank you to the County for their interest in its employees</i>
<i>Thanks for asking</i>
<i>The bus rodeo every year is a great moral booster</i>
<i>The county should develop a training program that would help employees become qualified for promotion to a management level.</i>
<i>The dept. Has a lot of training courses but due to a lot of favoritism it is difficult to get most of those courses</i>
<i>The Dept. In-house training should be evaluated. Ongoing monitoring should be periodically. Training evaluations should be done to see how much of training has been retained and what additional training needs to be done.</i>
<i>The Dept. Places too much importance on interview performance as a basis for promoting, more weight should be given to performance evaluation,</i>
<i>The employee file should be review and cleaned of negative wrongdoing in their past. Leaving bad reprimands in someone file for life stop the employee of getting a better job of an advancement in Dade county. Knowledge should superface years of services</i>
<i>The most critical training required for this dept. Is at the command staff level. They have bureaucratized the dept. To the point of paralysis. Simple standard requests (e.g., add computer equipment) require so many memos going up & down the chain of com</i>
<i>The PWD provides no additional training or advancement for TITLE ANALYSTS. We are required to provide our own private, transportation to field offices & other Cnty facilities, i.e., the Cnty Records Storage area. Also no window based computer has been provided</i>
<i>The quality of our professional workforce is declining. Training is needed</i>
<i>The questionnaire is too general. I have attended some training sessions that may not be offered today. Employees' requests for attending training should be carefully discussed with supervisors to weigh benefits. Supervisors often approve requests to avoid</i>
<i>The supervisor's training program is very effective</i>
<i>The supervisor should be given training in employees relations and how to evaluate subordinates</i>
<i>The survey was too vague. What type of training was the questions referring to ? My training course was nine years ago. Anything since then, was either a refresher course or a one hour training class just to get a feeling of the new incoming buses, and t</i>

<i>The training needed most is continuing legal education. Our dept., in terms of computer training, has given a brief training.</i>
<i>The training required to maintain my expertise in forensics has been available outside the Dade county training resources. Is usually expensive and difficult to receive financial assistance for outside training by vendors or schools</i>
<i>The type of training that would help me advance depends on the skills required for the position I am seeking</i>
<i>There is a need for more safety related training program</i>
<i>There is a pressing need for improved business/tech writing skills, as course was developed, but our professionals thought it to be an insult. This should be explored during recruitment and training provided for current employees. I have little time for training</i>
<i>There should be some management courses offered</i>
<i>There should be training before becoming a supervisor</i>
<i>There should be a career path chart with regional draining & course to prepare you for advancement. A clearer understanding of County policies with reference training on the job.</i>
<i>This entire form my result in false impressions "dept level" rating is unclear. Does it mean everyone needs the training or other, but not I, need this training? The majority of the training is approved for all supr. and mgmt. but not necessarily subordinates</i>
<i>This is difficult survey to answer because I have had a negligible amount of dept offered training</i>
<i>This is the first time that anyone ever cared to ask the employee. Thank you Mr. Stierheim!!!!</i>
<i>This memo was posted 2/1/99 received on 2/21/99, earliest possible 2/18/99 not sufficient to respond by due date</i>
<i>This questionnaire is not constructed very well</i>
<i>This survey in my opinion is very ineffective. Survey would be more accurate if someone were to come out and do it personally.</i>
<i>This survey is been completed by an employee who has enjoyed a 25 year career with Miami Dade county and will retire in the next 5 years</i>
<i>This survey is far too long!!!!</i>
<i>This survey suggests that someone is interested enough to investigate with purpose. That is a very positive sign</i>
<i>This/my job is a young man's job. I am settle in my position and am looking forward to retiring as soon as possible, I love my job, I have been blessed to help my fellow man, and make good living at my job, work many hours,</i>
<i>Through training my dept. Lets me know how to perform my duties.</i>
<i>To be the best in what you do, you need to always train on new updates coming out</i>
<i>To get promoted in this place is who you know.</i>
<i>Too many officers in clerical positions</i>
<i>Trainers need training too!!!</i>
<i>Training does not seem to have a high priority in our department. Budgetary constraints have limited the number of participants to a select few. Yearly refresher training is held for everyone but there are necessary classes that are not offered to everyone</i>
<i>Training for upper management in personnel morale</i>
<i>Training has been an issued for 2 main issues: lack of planning, lack of funds.</i>
<i>Training in this dept appears to be greatly motivated by liability issues only</i>
<i>Training is a tool that can help employees to advance</i>
<i>Training is not a priority</i>
<i>Training is not needed</i>
<i>Training is segmented to certain staff, does not always filter down to line supervisors, i.e. Productivity, goal setting, etc.</i>
<i>Training needed to build skills on how to perform in a supervisory capacity including all duties necessary.</i>
<i>Training on hiring practices-need to hire more competent employees/responsible employees</i>
<i>Training opportunities do not appear to be made available to staff in this dept. I have actually receive the training myself!!!</i>
<i>Training should be more present task oriented</i>
<i>Training was comprehensive</i>
<i>Try to standardize the bus fleet</i>
<i>Unable to comment very well or extensively due to unfamiliarity w/County training programs or policies. I have been w/the County for 3 months in position that requires skills already in place rather than offering on the job</i>

<i>training.</i>
<i>Unable to provide answers</i>
<i>Unaware of the resources and training facilities that are available to my Dept.</i>
<i>Unfortunately, it has been my experience that the county does not promote by education level, but only by seniority and by who you know</i>
<i>Various training programs are offered for my department. However training requests are more often rejected than approved</i>
<i>We do need training in every skills</i>
<i>We have pretty routine work to do. We do not deal with public here. We are usually short-staffed.</i>
<i>We need a dialogue with those who set a policy that puts severe constraints on us in doing our jobs as set out.</i>
<i>We need a fire training building in the No. & So. End of Cnty, we have nowhere to training on fire tactics</i>
<i>We need to have the feeling that Miami-Dade county cares about the quality of life and general the well-being of its employees</i>
<i>We need training and classification upgrade</i>
<i>We never receive any information or programs that the County has available for improving to advance our performance in our or in others position</i>
<i>We should reward people who give that extra 100% not just the evaluation of 5%</i>
<i>We spend a great deal of time and money on training to prevent civil liability with ethics, sexual harassment and not enough on skills improvement as related to the job ...more mandatory training is needed for skills improvement</i>
<i>We would like to see the county expand its repertoire of courses and offer more on-site customized programs</i>
<i>When we buy new equipments, the procurement dept., should ask us, the ones that have to maintain them, which is the best, we know which work, which one doesn't, which one breaks. When we buy new equipment, manuals and training should be included in the purchase</i>
<i>When we keep staff below standard it affect the entire county</i>
<i>Will take on the job supervisory training</i>
<i>Work with stress. Short of personnel. Sometimes I do 4 or 5 desks for 3 or 4 wks, no thanks and if any mistake is terrible</i>